

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time January 16, 2020 1:00 to 2:30 pm
Location GSA, 1800 F Street, Room 1153
Attachments

- OMB and PBRB letters

Time	Topic	Presenter(s)
1:00 – 1:15 pm	PBRB List of High Value Property <i>Objective:</i> Discuss the status of the list of high value assets for disposal from the Public Buildings Reform Board.	Tim Soltis
1:15 – 1:30 pm	Revised National Strategy <i>Objective:</i> Discuss the status of the revised National Strategy for Real Property.	Bill Hamele
1:30 – 1:50 pm	FASTA Agency Recommendations <i>Objective:</i> Discuss the schedule for the FASTA agency project recommendation review process.	John Dugan
1:50 – 2:05 pm	Data Governance Working Group Update <i>Objective:</i> Updates on the GAO report on the public data set and GSA's corrective action plan to address the recommendations.	Chris Coneeney
2:05 – 2:15 pm	Capital Plan Working Group Updates <i>Objective:</i> Updates on the implementing instructions for OMB M 20-03, Capital Plan Policy.	Bill Hamele
2:15 – 2:20 pm	Business Standard Working Group Updates <i>Objective:</i> Updates on the status of the business standards for real property.	Chris Coneeney
2:20 – 2:30 pm	General FRPC Updates <i>Objective:</i> Updates on FRPC related matters.	Bill Hamele

Federal Real Property Council

MEETING MINUTES

Date and Time January 16th, 2020 1:00pm to 2:30pm

Location GSA, 1800 F Street, Room 1153

- Attachments**
- PBRB Official Recommendations (PDF)
 - PBRB Response (PDF)
 - Updated High Value Assets Report (PDF)

Action Items

- The next FRPC meeting will be on April 16th, during which agencies will have the opportunity to discuss opportunities to consolidate, among other things.
 - DHS and SSA will present briefs on properties that they are looking to consolidate.
 - The DHS and SSA briefs will be sent to FRPC members for review in late March. Agencies are encouraged to review against their own needs and identify potential opportunities.
 - Seattle will be one of the initial geographic consolidation targets.
 - Mainly looking for collaborative solutions on larger projects.
- While DoD is also interested in consolidating along communities of practice, their security limitations make the process of identifying opportunities difficult. If any FRPC members have a specific location in mind that they are looking to share space with DoD, please contact Allison Sands ((b) (6)) @mail.mil for further coordination.
- If any agencies have any low value Federal real property assets that they are unable to dispose of for various reasons, please reach out to Bill Hamele ((b) (6)) with details.
 - Margaret Weichert made the request, consider looking for property that could be used to support homelessness or property that may be depressing home values.
- FRPC ESC – February 11th Working Group Updates
 - Capital Planning Working Group – The proposed A-11 changes that will be pitched to the budget community at OMB will be presented to FRPC ESC for review.
 - Business Standards Working Group – The initial list of functions and activities will be presented to the FRPC ESC for review.

Roll Call

- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Erich Chan (State)
- Gordon Clark (DOE)
- Chris Coneeney (GSA)
- Sean Crean (SBA)
- John Dugan (GSA)
- Donna Forbes (NARA)
- Jennifer Golder (NRC)
- Bill Hamele (OMB)
- Thomas Hand (USAID)
- Michael Karau (DHS)
- Marc Mason (SSA)
- Yvonne Medina (DOT)
- Flavio Perez (GSA)
- Phil Puckett (DOL)
- Garey Rice (HHS)
- Allison Sands (DoD)
- Michael Saunders (HHS)
- Deborah Schneider (State)
- Mary Sprague (DOT)
- Tim Soltis (OMB)
- Michael Thomas (Treasury)
- Paul Walden (DOC)
- Scott Whiteford (DOE)
- Brenda Woodley (USDA)

Topic

General Info

PBRB List of High Value Property

- On October 31st, 2019, the Public Buildings Reform Board (PBRB) made its first round of fourteen recommendations for disposal, but provided no supporting information that would enable OMB to assess the feasibility of disposing of the listed buildings. As a result, OMB sent a rejection letter on November 27th, 2019.
 - OMB cannot partially approve or deny the recommendations made by PBRB; the list must be approved or denied in its entirety.
- The initial round of recommendations also raised concern that the PBRB and FRPC may be interpreting FASTA in different ways.
- PBRB has since put up a website that includes more information on how the determinations were made, and reduced the number of buildings recommended for disposal from fourteen to twelve (www.pbrb.gov).
 - OMB's official updated response will be sent on January 27th, 2020.
- The high value list has the potential to generate up to \$750 million in proceeds, which would be used to facilitate the second round of disposals.

Revised National Strategy

- The National Strategy will be finalized under a different name. Rather than replacing the previous National Strategy, the version developed by the FRPC in 2019 will be added onto the current National Strategy as an addendum.
 - While the National Strategy developed by the FRPC in 2019 will undergo some tonal changes as part of its conversion to an addendum, there will be no substantive/content changes.
 - The addendum makes it clear that an entirely new National Strategy will come out in the future that includes input from the private sector.
 - While the Federal portfolio is unique for a number of reasons, the most efficient methods used by the private sector should be adapted where possible.
 - Congress has an interest in the political packaging of Federal real property, especially when referred to as a "National Strategy." Omitting political issues like homelessness or stimulation of economic development from something packaged as a "National Strategy" might send the wrong message. The National Strategy addendum is more an effort to make fiscally responsible progress on Federal real property management.
 - The addendum is in effect a "down-payment" in a broader effort to change how the Federal real property portfolio is managed.
 - OMB expects to have the National Strategy addendum to finish clearance in the next 4-6 weeks.
- The National Strategy will require an implementation plan. The preliminary suggestion is to have the Capital Planning Working Group develop the implementation plan after it finalizes the Capital Planning Policy implementation guidance.

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<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Data Governance Working Group, January 28th, Room 2213

FRPC ESC, February 11th, Room 1408

FRPC, April 16th, Room 1425

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- The National Strategy addendum DOES NOT revoke Reduce the Footprint (RTF), so agencies still need to include five year reduction targets for office, warehouse, and owned property.
 - That being said, agencies will not have to submit a separate RTF plan. Instead, some of the necessary component information (such as the five year reduction targets) will be included in agencies' Capital Plan submissions.
 - The Capital Planning Working Group will provide guidance through the FRPC ESC on how RTF targets will be implemented in agencies' Capital Plan submissions.

FASTA Recommendations

- The first round of recommendations made by the Public Buildings Reform Board (PBRB) targeted high value buildings in the Federal portfolio that can be disposed of without too much effort. Subsequent rounds may involve more effort, and can include building consolidations, renovations, construction, and any other footprint reduction efforts.
- Agencies need to thoroughly look at their inventories to come up with their own disposal candidates.
 - Properties that could be used to help the homeless, as well as those that cities and other entities want disposed should also be considered.
- High value properties are an obvious place to consider disposal, but buildings that have high maintenance or liability costs should be targeted as well. Lowering operating and maintenance costs free up funds to support agencies' missions.
- In an ideal world, agencies would move toward a portfolio view of consolidation rather than just an agency view. If agencies were able to come together and develop Federal complexes, savings and efficiency improvements would allow agencies to optimize their portfolios and potentially maximize their mission effectiveness.
 - One challenge that Capital Planning will ideally help overcome is the fact that agencies don't have a perfectly clear picture into the opportunities for consolidation they have within their own agency, let alone other agencies. Coordinating consolidation between agencies is a challenge of its own.
 - E.g., SSA is in the process of consolidating some of their warehouses, but don't know if any other agencies would be interested in sharing space.
- FRPC member agencies voiced interest in spending time during each future FRPC meeting discussing disposals and consolidation interests along communities of practice that might be attractive to other agencies.
 - Inter-agency consolidation along communities of practice should be an FRPC effort that member agencies coordinate on their own, but FASTA and PBRB can be tools to help agencies overcome obstacles and enable initiatives.
 - The first step in finding these opportunities to consolidate is determining which operations are geographically fixed and which operations are geographically flexible.

- The National Capital Region and the Auburn-Seattle Federal complex are good starting points to explore.

Working Group Updates

- Data Governance Working Group
 - GAO made six recommendations around the FRPP public data set, and is driving the requirements for the 2020 reporting cycle:
 - 1 - The Administrator of GSA should coordinate with agencies to ensure that street address information in the public database is complete and correctly formatted.
 - In some cases agencies were reporting none, null, or a series of ??? marks under street address.
 - In other cases, agencies were reporting building names or street names, but not the specific address.
 - The current version of the Data Dictionary allows for street address or latitude + longitude to be entered for asset location with no preference indicated. The Data Governance Working Group (DGWG) is modifying the data dictionary to emphasize that latitude + longitude be entered for building location, with street address being an acceptable entry in the event security concerns prevent the public disclosure of latitude + longitude information.
 - 2 - The Administrator of GSA should review V&V anomaly categories to better target incorrect data.
 - 3 - The Administrator of GSA should allow agencies to determine which, if any, categories of data should be withheld from public release.
 - GSA only partially agrees with this. This would result in agencies withholding too many different things, and the value of data that is missing a variety of elements is low.
 - 4 - The Administrator of GSA should instruct each agency to apply a consistent, risk-based approach in determining which, if any, assets or asset-specific information should be withheld from public release.
 - 5 - The Administrator of GSA should allow agencies to provide summary data for secure installations.
 - DoD provides summary level data for secure assets that cannot be publicly reported, and GAO would like other agencies to handle reporting of secure assets in a similar way.
 - 6 - The Administrator of GSA should link all of GSA's publicly available real property data sources.
 - GSA has already started developing a corrective action plan to address these recommendations.
- Capital Planning Working Group
 - The Capital Planning Working Group (CPWG) is developing a real property budget exhibit that will be pitched to the budget community

at OMB.

- The budget exhibit would provide transparency on real property capital planning and portfolio lifecycle expenditures.
 - Agencies would go through the exhibit during the standard budget submission. The exhibit is meant to be as low impact on A-11 as possible while greatly expanding spending transparency.
- The next step is to have the proposal under development by CPWG presented to the FRPC ESC on February 11th for approval.
- CPWG is also working on a Capital Planning Implementation Guide that will have 3 components:
 - a narrative guidance document that will provide the rationale for why the policy came out, along with addressing high level questions (e.g., which assets are covered by the policy?);
 - FAQs derived from agency questions, which will help agencies find solutions to some of the issues that may come about; and
 - a draft budget exhibit that is currently being developed by the Capital Planning Working Group.
- The work that the FRPC is undergoing is being driven by the Capital Planning Implementation Guide, so our initiatives should also be included in the guidance.
- Business Standards Working Group
 - The initial functions and activities have been developed, but will undergo change in the future as the Federal Integrated Business Framework (FIBF) is an iterative process.
 - The Business Standards Working Group (BSWG) is planning to present the initial list of functions and activities during the February 11th FRPC ESC meeting for review.
 - The development of the more granular business capabilities began recently, and will take 2-3 months for initial review.
 - BSWG is looking to have OMB concurrence on functions, activities, and capabilities by the end of the 2020 fiscal year, with the ultimate goal of having the Business Standards Council (BSC) approve of them for government wide standardization.
 - A readiness assessment that describes the functions, activities, and capabilities of the real property service area will be shared with the BSC to ensure government-wide commonality.

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time July 16, 2020 1:00 to 2:30 pm

Attachments

- Post COVID Strategy Discussion (DOC)
- Lease Expirations Report (PDF)
- Addendum Implementation Plan (DOC)
- FASTA Round One Data Call (DOC)
- FASTA Round One Data Call Template (XLSX)

Time	Topic	Presenter(s)
1:00 – 2:00 pm	Post COVID-19 Real Property Strategy <i>Objective:</i> Discuss the impact of COVID-19 with the CHCOC, CIOC, and CFOC.	Tim Soltis Pat Corrigan
2:00 – 2:05 pm	National Strategy Implementation Plan <i>Objective:</i> Review the National Strategy Implementation Plan approved by the FRPC ESC.	Bill Hamele
2:05 – 2:10 pm	Individual Agency Performance Metrics <i>Objective:</i> Review the individual agency performance metrics approved by the FRPC ESC.	Bill Hamele
2:10 – 2:15 pm	FASTA Consolidation Data Call <i>Objective:</i> Discuss FASTA consolidation data call participation.	Stuart Burns
2:15 – 2:30 pm	Update on National Defense Authorization Act <i>Objective:</i> Provide an update on NDAA section 889, which places restrictions on the use of covered telecommunications equipment.	Michael Thompson

Federal Real Property Council

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 - Addendum Implementation Plan (DOC)
 - 2020 Performance Metrics (DOC)
 - FASTA Round One Data Call (DOC)
 - FASTA Round One Data Call Template (XLSX)

Action Items

- The next FRPC meeting will be on October 15th.
- If any agencies have comments or suggestions on actions that the Office of Management and Budget (OMB) and/or GSA could take to help stabilize short, mid, or long term concerns with real property strategy, please contact Tim Soltis (b) (6).
- Potential actions could be, but are not limited to, developing strategies, guidance documents, memorandums, etc.
- GSA has contractors and internal experts that are knowledgeable about various techniques and guidance on COVID-19 related facility cleaning, employee screening, social distancing measures, and employee safety precautions. Agencies are encouraged to rely on this expertise and consult Stuart Burns (stuart.burns@gsa.gov) if they need any help ensuring employee safety.
- GSA also has contractors and internal experts working on understanding and preparing for a competitive government workforce and work environment (2030 workplace initiative). Agencies interested in learning more can reach out to Stuart Burns with any questions.
- GSA and OMB are looking to engage with the private sector in the near term to try and leverage best practices for government use where applicable.
- FRPC members are asked to review the National Strategy Implementation Plan and the 2020 Individual Agency Performance Metrics and submit questions and feedback to Bill Hamele (b) (6) by COB July 24th.
- For the 10 FRPC agencies that have not completed the Federal Assets Sale and Transfer Act (FASTA) data call, please submit to Stuart Burns by COB July 30th.
- The Federal Business Integrated Framework (FIBF) Readiness Assessment is due on September 15th. Agencies

Roll Call

- Mohamad Balhis (DOC)
- Tim Beavers (SSA)
- Adam Bodner (PBRB)
- Stuart Burns (GSA)
- Tom Chaleki (DHS)
- Erich Chan (State)
- Gordon Clark (DOE)
- David Cogdill (ED)
- Chris Condon (DoD)
- Chris Coneeney (GSA)
- Dan Cornish (DOL)
- Pat Corrigan (OMB)
- Sean Crean (SBA)
- Marny Cvrkel (DOJ)
- Scott Davis (USDA)
- Roland Edwards (DHS)
- Karen Evans (DHS)
- Donna Forbes (NARA)
- Jennifer Golder (NRC)
- Bill Hamele (OMB)
- Thomas Hand (USAID)
- Lisle Hannah (DOC)
- Henry Jardine (State)
- Michael Karau (DHS)
- Alex Kurien (GSA)
- Marc Mason (SSA)
- Marc Moyer (State)
- Megan Olsen (DOI)
- Phil Puckett (DOL)
- Adam Pugh (DOE)
- Heath Rehkop (DOL)
- Garey Rice (HHS)
- Allison Sands (DoD)
- Michael Saunders (HHS)
- Bill Seifert (DOE)
- Scott Snell (DOJ)
- Tim Soltis (OMB)
- Mary Sprague (DOT)
- John Thomas (GSA)
- Maria Torres (GSA)
- Paul Walden (DOC)
- Gary Washington (USDA)
- Scott Whiteford (DOE)
- Tyson Whitney (USDA)
- Denise Wiley (SSA)
- Maren Williams (NSF)
- Brenda Woodley (USDA)

are asked to identify a point of contact by **COB July 24th** to work with GSA on completing the readiness assessment. Please submit your agencies' point of contact to Chris Coneeney (chris.coneeney@gsa.gov).

Topic

General Info

Introduction to the Post COVID-19 Real Property Strategy Discussion

- COVID-19 has had a huge impact on how both the public and private sectors conduct business. This discussion is meant to bring key leaders from the FRPC, Chief Information Officers Council (CIOC), Chief Financial Officers Council (CFOC), and Chief Human Capital Officers Council (CHCOC) together to get a better understanding of COVID-19's short and long term impact on government operations. Some examples of the insight that these leaders could provide would be:
 - FRPC – Impact on agencies' real property footprint.
 - CIOC – Impact on agencies' technological systems and teleworking capabilities.
 - CFOC – Impact on budgets and investments.
 - CHCOC – Impact on employees and the workplace.
- The key goal for this meeting is to understand agencies' thoughts on the past, present, and future role of real property needs and strategies.
- Pre COVID-19:
 - Agencies and their stakeholders have been concerned about low utilization rates since long before COVID-19, driving the administration's 2016 Reduce the Footprint (RTF) real property strategy.
 - Agency studies have found that pre-COVID occupancy and utilization rates for office buildings were around 50% on average, while real property takes up as much as 30% of agencies' budgets.
 - In the private sector a 50% utilization rate is considered quite low.
- Throughout COVID-19:
 - Agency occupancy and utilization rates have dropped below 20% on average.
 - COVID-19 has forced agencies to test their teleworking capabilities and boosted the limits of what would have been possible pre COVID-19. Agency investment in telework systems has also expanded.
 - Many agency bureaus have been able to achieve their missions in the heavy telework environment brought about by COVID-19. A reasonable assumption from this is that expanding telework in the post COVID-19 environment, which would allow for space reduction, is a plausible means of reducing cost without impacting mission.
 - Bureaus with lab, security, and law enforcement responsibilities are among those that have not been able to transition to a heavy telework environment due to the nature of their missions.
 - Agencies have been exploring ways to handle classified information in a telework environment.

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Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Business Standards Working Group, July 28th, Virtual

FRPC ESC, August 11th, Virtual

FRPC, October 15th, Location TBD

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- Agencies are beginning to develop their own internal plans for returning employees to physical workspaces. But for now, the inability to work with classified information in a telework environment remains an issue for some bureaus.
- Post COVID-19:
 - The high level of government spending that has gone into mitigating the effects of COVID-19 will translate into increased budgetary pressure on agencies.
 - As real property budgets account for 30% of agencies' spending, it will be one of the targets for reducing spending.
 - Agencies have a combined 8 thousand leases expiring over the next 3 years, making up nearly 100 million square feet of space.
 - Agencies have a lot of leverage renegotiating leases in the COVID environment, providing an opportunity to reduce costs.
 - Agencies should also thoroughly consider space requirements and opportunities for consolidation and collocation as lease expirations approach.
 - Agencies have tested and enhanced their teleworking capabilities as a result of COVID-19, and could potentially expand the use of telework beyond pre-COVID levels as a means of reducing real property needs and costs.
 - Not all agencies and bureaus have missions that accommodate a telework environment. For those agencies that rely heavily on large office spaces, the use of telework is an opportunity to reduce costs.

Agency Feedback Summary

- Overall Challenges:
 - It is difficult to support classified work in a telework environment without compromising security.
 - Some areas are not able to meet mission requirements in a teleworking environment (e.g., security, law enforcement, labs, job corps centers, etc.).
 - Help desks initially struggled with volume, but have adapted processes.
 - Agencies that work closely with the public don't have the flexibility to allow heavy telework, and are looking for ways to efficiently conduct business with the public while ensuring the safety of employees and the public.
 - Some agencies initially had computer virtual capability issues due to outdated equipment, but have since updated their computer equipment.
- Overall Opportunities:
 - Agencies have expanded and thoroughly tested teleworking capabilities, opening up opportunities to reduce space and increase utilization rates.
 - Agencies are re-evaluating space needs and using lease expirations as opportunities to reduce space.
 - Despite pre-COVID concerns that teleworking would not be conducive to successful mission execution, agencies have found that many mission needs can be met with a teleworking component and that agencies' systems can support expanded use of teleworking.
 - Agencies that did not have effective telework infrastructure in place before COVID-19 have improved the processes and infrastructure needed to accommodate telework.

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- Agencies are interested in using a blended approach of telework and in-person office presence in the long term.
 - Expectations for OMB and GSA:
 - Agencies are hoping to leverage private sector best practices when balancing telework and social distancing with in-person responsibilities. GSA and OMB are working on engaging with the private sector in the near future.
 - Agencies are looking to GSA and OMB to provide guidance on reducing and repurposing space when renegotiating leases in the COVID-19 environment.
 - Agencies are interested in learning more about space collocation opportunities and mixed use spaces to help dilute footprint.
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In-Depth Agency Feedback

- Agency 1:
 - The transition to a heavy telework environment was done smoothly and successfully for Agency 1. They have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - Due to the nature of their missions, some bureaus under Agency 1 have been unable to transition to heavy telework postures.
 - In the short term, Agency 1 is focusing on understanding how to manage people in a heavy telework environment.
 - In preparation for the longer term, Agency 1 is meeting with component real property employees to examine policies for the future, with a focus on increasing space utilization.
 - Agency 2:
 - The transition to a heavy telework environment was done smoothly and successfully for Agency 2.
 - In the short term, Agency 2 has moved to nearly 100% telework in the short term.
 - Agency 2 is not yet discussing long term changes to footprint that may arise from COVID-19.
 - Agency 3:
 - Agency 3 does not have a large leased inventory, with most of their space being owned. In terms of RTF cost savings, Agency 3 is focusing on their owned inventory.
 - COVID-19 has forced a level of teleworking never thought possible at Agency 3, and they have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - Agency 3 also has a large portion of employees unable to meet mission needs in a telework environment.
 - In the longer term, Agency 3 is exploring increased telework as a means of shrinking footprint.
 - COVID-19 pushed Agency 3 from nine thousand to ninety thousand teleworking employees in the Capital Region.
 - Agency 3's primary challenge with teleworking is supporting classified work without compromising security.
 - Agency 4:
 - In some regions, Agency 4 is still at 100% telework. At their headquarters, Agency 4 is allowing but not requiring employees to return to physical spaces.
 - Agency 4 is following the same strategy for leasing and space consolidation as they were before COVID-19.
 - Agency 5:
 - Agency 5 did allow some level of telework for certain areas before COVID-19, but expanded their telework to 95% in the earlier phases of COVID-19. Agency 5 is currently at 75%
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telework.

- In the long term Agency 5 plans to expand telework somewhat, but has areas that cannot meet mission needs in a telework environment (e.g., labs, environmental cleanup).
 - Agency 5 does not have a lot of leases in their inventory, but is still working to consolidate footprint by getting out of some of their leases.
 - Agency 5 put together a task force to take advantage of the lessons learned in the heavy teleworking environment and work toward using teleworking to reduce footprint.
 - Agency 6:
 - Agency 6 did have some early IT challenges, but made investments in IT infrastructure and has not had any significant issues since.
 - Agency 6 is looking to balance social distancing (additional space) with increased teleworking to make space reduction a possibility.
 - Agency 6 has a lot of scientifically oriented components that are not able to heavily telework, and it is difficult to separate the administrative and scientific aspects of employee's roles.
 - Agency 6 is interested in learning more about private sector best practices and leveraging applicable ideas for the public sector.
 - Agency 6 has lease expirations coming up and is interested in OMB and GSA guidance on reducing and repurposing space.
 - Agency 6 is also interested in exploring joint use types of spaces for conferences and meetings that would not require dedicated footprints from agencies.
 - Agency 7:
 - 60% of Agency 7 employees work outside of Capital Region. The biggest challenge that they are facing is that their mission operations involve frequent in-person engagement with the public. Agency 7 is trying to figure out the best way to reconfigure offices to allow them to efficiently engage with the public while ensuring the safety of employees and the public.
 - Agency 8:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 8, and they have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - Agency 8 is still in the early stages of exploring the effects of COVID-19 on long term strategies and needs.
 - Agency 9:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 9, and they have found that more mission needs can be accomplished in a teleworking environment than would have previously been thought possible.
 - There are some legal areas that do not do well in a telework environment, so if teleworking was expanded in the long term it would only be for certain areas.
 - For those areas that cannot rely on a high teleworking presence, Agency 9 is working to change office layouts to support social distancing. Sharing office space is not a popular concept for Agency 9 employees.
 - Agency 9 does have lease expirations coming up soon, and is working with GSA to use lease expirations as an opportunity to reduce footprint.
 - Agency 10:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 10.
 - Agency 10 is already engaged in regional space consolidation projects and disposal projects.
 - Most of Agency 10's real property requires engagement with the public. Due to the in-person nature of these engagements, Agency 10 does not have strong telework policies in place.
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- Agency 11:
 - The transition to a heavy telework environment was done smoothly and successfully at Agency 11, and in the short term Agency 11 is continuing maximum telework flexibility.
 - One of the changes that Agency 11 made to support the level of increased telework was to move over to a 24/7 help desk, which they did not previously have. This has helped ensure seamless connectivity.
 - For the long term, Agency 11 is focusing on what optimizing space utilization will look like after COVID-19. Agency 11 is looking to answer the questions: how should telework be balanced with office work and social distancing?; what social distancing measures make employees feel safe and comfortable (e.g., 6 feet of space, plexiglass between desks)? Answering these questions will help determine what optimal space utilization means for Agency 11.
- Agency 12:
 - Agency 12 smoothly and successfully transitioned to over 90% of employees teleworking.
 - Due to the nature of their missions, some areas have been unable to telework.
 - Agency 12 is investing in remote work technologies and capabilities for the future, but does with classified information that cannot be securely addressed in a telework environment.
 - Rather than reducing space, Agency 12 has been requesting additional space to accommodate social distancing concerns.
 - Agency 12 has assets in most countries, and one of the challenges that COVID-19 has presented for Agency 12 is that each country has different rules and requirements around COVID-19. Agency 12 has been receptive to providing funding for minor modifications necessary for international locations.
 - In the long term, Agency 12 engineers are working on changing installation and facility designs to provide a safe work environment and encourage increased use of telework.
 - Some of the challenges Agency 12 has run into are long help desk wait times and a need for newer computer equipment.
 - Agency 12's help desk initially could not handle the volume of requests that were coming in, but has since adapted and developed new processes
 - Agency 12 has outdated computer equipment that is not performing well in virtual meetings. They have been replacing a lot of their computers to prevent mission interruption.
- Agency 13:
 - Like some other agencies, Agency 13 deals with classified work that requires an office environment.
 - Most other mission needs of Agency 13 have been met in the heavy telework environment.
 - Agency 13 is looking to consolidate along teleworking lines now. Secure facilities that require in-person work should be consolidated, versus facilities that can accommodate heavy levels of telework.
- Agency 14:
 - The bulk of Agency 14's portfolio is clinical, so COVID-19 has driven increased use of virtual clinical services.
 - COVID-19 has caused Agency 14 to realign the services that they deliver.
 - Agency 14's primary short term concern is determining whether the heavy use of telework forced by COVID-19 has caused a positive or negative impact on the quality of service.
- Agency 15:
 - Prior to COVID-19 Agency 15 had very little staff with teleworking capabilities, yet had a surprisingly smooth and successful transition to over 90% of employees teleworking as a result of COVID-19. Like many other agencies, Agency 15 has been pleasantly surprised by

the success they have had in supporting mission needs in a heavy telework environment.

- General Services Administration (GSA):
 - GSA has made a conscious effort to keep construction and leasing projects moving along with minimal interruption from COVID-19. There have been some delays to projects, but nothing significant.
 - GSA has had strong investments in telework and paperless work processes since before COVID-19, but some innovative new processes have developed through the course of COVID-19.
 - GSA also has a task force working on the 2030 workplace initiative. This task force is dedicated to understanding and preparing for a competitive government workforce and work environment.
- Agency 16:
 - Teleworking was scarcely used by Agency 16 employees pre COVID, yet surprisingly Agency 16 made the transition to 100% telework smoothly and successfully.
 - One of the challenges Agency 16 faced was that most of their employees did not have laptops. They have since gotten funding for laptops, but that was an initial hurdle for them.
 - Agency 16 works with a lot of classified information, making heavy telework difficult.
 - Most of Agency 16's leases are warehouses, and Agency 16 does not see much opportunity for space reduction.
 - One of the opportunities that Agency 16 sees coming out of COVID-19's heavy telework pressure is shift toward paperless business.
- Agency 17:
 - Agency 17 is still encouraging full telework for employees, with the exception of mission critical and lab employees.
 - Agency 17 is interested in expanding their use of telework in the long term and potentially expanding the use of hoteling desks.
 - Desk hoteling presents social distancing issues, but Agency 17 is exploring different ways to implement.
- Agency 18:
 - Agency 18 does not own any space, they only lease space.
 - Agency 18 had a very strong teleworking policy in place before COVID-19, so the transition to full telework was an easy process.
 - It is no longer mandatory for Agency 18 employees to telework, but they still have 95% of employees teleworking.
 - Agency 18 is currently working on developing a long term employee housing strategy that includes space reduction and changes to prepare for the future working environment, with a focus on open flexible space.
 - Agency 18 would like to work with agencies on space collocation.
- Agency 19:
 - Pre COVID-19, Agency 19 had been moving away from telework after experimenting with it over the past couple of years. COVID-19 then forced 90% of Agency 19 employees to telework.
 - Part of the reason Agency 19 had been moving away from telework was due to concerns that their IT infrastructure would not be able to handle a large teleworking workforce, but COVID-19 has shown that their infrastructure is capable of handling large levels of telework.
 - Agency 19 has not pulled out of any of their RTF projects and is still pursuing space reduction.
 - Agency 19 has gotten a lot of push back from unions on social distancing and space

reduction, but is not currently planning any changes in course.

- Agency 19 has formed an internal agency Real Property Council modeled after the FRPC to look at the future of space at Agency 19, such as building practices, space requirements, safety precautions, and leasing.
 - Like some other agencies, Agency 19 engages closely and frequently with the public; however Agency 19 has direct service with vulnerable populations. Some Agency 19 customers and beneficiaries are not technologically adept and require face to face interaction.
 - A large portion of the U.S. population still rely heavily on physical mail, and Agency 19 is trying to find creative solutions that prevent physical contact with mail, such as scanning mail.
 - Agency 19 is still in a maximum telework posture, and has found that getting some of the office supplies necessary to reopen has been challenging.
 - Long term, Agency 19 is interested in a blended approach of teleworking and in-person office presence.
 - Agency 20:
 - Agency 20 has been using a mixture of teleworking and alternating work schedules to accommodate social distancing.
 - For the longer term, Agency 20 is still trying to find the appropriate balance of telework against in office work.
 - Agency 21:
 - Agency 21 is still in the early stages of understanding how COVID-19 will affect their space reduction efforts, but decisions are not currently being made under the assumption that there will be a huge increase in telework post COVID-19.
 - Agency 21 IT has made an effort to be agile and address teleworking issues very quickly.
 - Agency 21 has a lot of physical contact with the public. Increasing telework around physical contact situations with farmers and other customers would allow them to further reduce footprint.
-

Summary of Agenda Topics Not Covered

- National Strategy Implementation Plan:
 - On July 9th, 2020 the FRPC ESC approved the National Strategy Addendum Implementation Plan for final review by the FRPC full council. FRPC members are asked to review the Implementation Plan and provide feedback to Bill Hamele (b) (6) by COB Friday, July 24th.
 - 2020 Individual Agency Performance Metrics:
 - Government-wide performance metrics have been listed on performance.gov since 2016; however, FPMRA, M-20-03, and M-20-10 list requirements for individual agency performance metrics as well.
 - On July 9th, 2020 the FRPC ESC approved the attached 2020 Individual Agency Performance Metrics for final review by the FRPC full council. The metrics have undergone extensive review by the FRPC ESC and FRPC working groups.
 - Agencies agree that metrics more useful for real property portfolio management should be developed, but creating metrics that rely on data outside of the FRPP is a longer term effort. In order to explore improved metrics, a new Metrics Working Group has been established to develop metrics for future years.
 - FRPC members are asked to review the attached 2020 Individual Agency Performance Metrics and provide feedback to Bill Hamele (b) (6) by COB Friday, July 24th.
 - FASTA Consolidation Data Call:
-

- Thank you to the 15 agencies that provided responses to the data call. For the 10 remaining agencies, please submit the attached FAST Round One Data Call document to Stuart Burns (Stuart.Burns@gsa.gov) by COB Thursday, July 30th.
 - Business Standards Readiness Assessment:
 - The Federal Business Integrated Framework (FIBF) Readiness Assessment has been distributed to agencies, and submissions are due COB Tuesday, September 15th.
 - To help agencies navigate the process of completing the readiness assessment, office hours are being held to answer questions. To coordinate these office hours and other important information with your agencies, we require a designated point of contact from each agency. Please reach out to Chris Coneeney (chris.coneeney@gsa.gov) to identify your agency's designated point of contact by COB Friday, July 24th.
 - Updated on National Defense Authorization Act (NDAA) Section 889:
 - A presentation was shown to the FRPC during the October 17, 2019 meeting providing information on changes to telecommunications equipment, requirements, and law that would restrict the Federal government's ability to use some foreign technologies.
 - Due to the significance of this topic, it will be discussed either during the August 11th FRPC ESC meeting or in a separate August call. FRPC members will be invited, so please await further information.
-

Federal Real Property Council

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

Date and Time October 15, 2020 1:00 to 2:30 pm

Attachments

- FY21 FASTA Data Call Template (XLSX)
- FY19 Assets in Opportunity Zones (XLSX)
- FRPC FY21 Priorities (PPT)

Time	Topic	Presenter(s)
1:00 – 1:10 pm	Annual FASTA Data Call <i>Objective:</i> Discuss the annual FASTA data call with consideration given to opportunity zones.	Stuart Burns
1:10 – 1:40 pm	FY2021 FRPC Priorities <i>Objective 1:</i> Review the FY2020 accomplishments made by the FRPC. <i>Objective 2:</i> Discuss FY2021 priorities.	Alex Kurien
1:40 – 1:50 pm	First Year Capital Plan Submissions <i>Objective:</i> Discuss the Capital Planning document review, evaluation, and feedback process.	Bill Hamele
1:50 – 2:00 pm	Real Property Budget Taxonomy <i>Objective:</i> Discuss agency feedback on the proposed real property budget taxonomy.	Bill Hamele
2:00 – 2:10 pm	New Performance Metrics Demo <i>Objective:</i> Provide a demo of the new real property metrics page on performance.gov.	Aaron Eisenbarth
2:10 – 2:15 pm	Biennial Report Working Group Update <i>Objective:</i> Discuss the framework for the Biennial Report.	Marianne Petty Bill Hamele
2:15 – 2:25 pm	Data Governance Working Group Update <i>Objective:</i> Review progress on the updated data quality improvement program guidance.	Adam Pugh
2:25 – 2:30 pm	Business Standards Working Group Update <i>Objective:</i> Provide an update on GSA's analysis of the readiness assessment and provide an update on the approval process for the real property functions, activities, and business capabilities.	Leah Fant

Federal Real Property Council

MEETING MINUTES

Date and Time October 15th, 2020 1:00pm to 2:30pm

Location Virtual

- Attachments**
- FY21 FASTA Data Call Template (XLSX)
 - FY19 Assets in Opportunity Zones (XLSX)
 - FRPC FY21 Priorities (PPT)

- Action Items**
- The next FRPC meeting will be on January 28th, 2021.
 - The FASTA data call is due on November 20th.
 - As you are screening properties if you need any assistance please contact Stuart Burns (stuart.burns@gsa.gov).
 - Capital plans are due January 8th, 2021.
 - Agencies interested in participating in the development of evaluation criteria and/or review of capital plan submissions are asked to reach out to Bill Hamele (b) (6).

Roll Call

- Courtney Anderson (GSA)
- Mohamad Balhis (DOC)
- Tim Beavers (SSA)
- Adam Bodner (PBRB)
- Heather Bomans (USAID)
- Eric Braig (DOT)
- Stuart Burns (GSA)
- Vincent Carter (DHS)
- Gordon Clark (DOE)
- Pat Corrigan (OMB)
- Sean Crean (SBA)
- Marny Cvrkel (DOJ)
- Gina Ditommaso (GSA)
- Aaron Eisenbarth (GSA)
- Leah Fant (GSA)
- Donna Forbes (NARA)
- Jennifer Golder (NRC)
- Bill Hamele (OMB)
- Victoria Hartke (State)
- Yvette Jackson (EPA)
- Jack Jensen (Treasury)
- Stephanie Klodzen (GSA)
- Alex Kurien (GSA)
- Tara Lawson (State)
- Colleen Martin (DoD)
- Marc Mason (SSA)
- Brian McDowell (Treasury)
- Nate Mosby (SBA)
- Marianne Petty (DoD)
- Adam Pugh (DOE)
- Heath Rehkop (DOL)
- Garey Rice (HHS)
- Robert Rushing (DOI)
- Jessica Salmoiraghi (GSA)
- Michael Saunders (HHS)
- Bill Seifert (DOE)
- Elizabeth Slaughter (State)
- Mary Sprague (DOT)
- Ron Tickle (DoD)
- Julia Tritz (DOL)
- Scott Whiteford (DOE)
- Denise Wiley (SSA)
- Calvin Williams (NASA)
- Maren Williams (NSF)
- Robert Wuhrman (GSA)
- Nikki Zook (VA)

Topic

General Info

Annual FASTA Data Call

- The due date for the FASTA data call is November 20th, 2020. This data call includes a new template for FY21. Please take the data call seriously and encourage everyone's participation as the due date is rapidly approaching, and the Public Buildings Reform Board (PBRB) is ready to start choosing candidates for the next round.
 - The data call is asking that agencies more intensely evaluate assets located in opportunity zones that could be consolidated or disposed of, where private investment could be beneficial.
 - As you are screening properties, if you need any help please reach out to GSA; Stuart Burns is the lead on this data call.

FY2021 Priorities

- First, Alex would like to thank everyone for their work as a team across government to be great stewards of real property. He has seen the evolution since the early 2000s, and he very much appreciates the amazing leadership and work of the staff.
- The National Strategy Addendum (M-20-10) Identified 4 High Level Obstacles to Optimizing the Federal Government's Real Property Portfolio:
 - **Constraints on Capital** - When we look across government real property has never been the priority in terms of budget, and historically budgeting has not been sufficient for maintenance, investment, and disposal.
 - **Management of the Legacy Portfolio** - Think about how we can reconfigure and optimize the current federal portfolio, which can be described as large and in some areas "inefficient", to support mission requirements.
 - This can be an opportunity to think about reconfiguration or getting out of certain areas and getting a new space.
 - **Decentralized Portfolio Management** - Some of you struggle with not having control at the headquarters level which affects how you manage your portfolio. The goal will be to find solutions that will work across government.
 - **Budget, Execution, Cost, and Performance Transparency** - How do we execute a long range plan, manage the cost of portfolio management, and performance transparency.
 - How does our portfolio management compare across government, especially when you group agencies with the same types of missions and analyze how well you are doing in terms of lease cost, operating cost, operating the efficiencies and space management. See if you can establish some kind of bench marks and use lessons learned from each other.
- M-20-10 Strategies
 - **Capital Planning**
 - Action 1: Implement Government-Wide Capital Planning

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frbg.gov/FRPG>

Content>Search in>(Select Desired FRPG Group)

Upcoming Meetings:

Data Governance Working Group, October 20th, Virtual

Metrics Working Group, October 28th, Virtual

Biennial Report Working Group, November 18th, Virtual

FRPC ESC, January 12th 2021, TBD

FRPC, January 28th 2021, TBD

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

- Action 2: Include Real Property Management in Strategic Plans
 - Action 3: Establish Biennial Report Highlighting Capital Gaps
- **Lifecycle Execution**
 - Action 4: Improve Management Capability through budgeting and Transparency
 - Action 5: Establish Standards and Shared Solutions
 - Action 6: Establish and Publish Annual Performance Metrics
- **Root Cause Analysis**
 - Action 7: Implement Federal Capital Revolving Fund
 - Action 8: Propose Legislative Reforms to Mitigate Challenges
- FY2020 Accomplishments
 - The overarching priority for FY2020 was to identify initiatives in support of M-20-10.
 - **M-20-10** – issued the Addendum to the National Strategy for the Efficient Use of Real Property
 - **Business Standards** - drafted functions, activities, and business capabilities. Agencies submitted their readiness assessments. This is ongoing.
 - **GAO Audit (20-135)** – highlighted improvements we can make across portfolio management. As a result, we established and are implementing a corrective action plan.
 - **Capital Planning** – The Capital Planning policy (M-20-03) was issued, along with implementation guidance. First year Capital Plan submissions are due in January 2021.
 - **Performance Metrics** - established the Metrics Working Group to improve and develop metrics for the future.
 - **Biennial Report** - established the Biennial Report Working Group to develop the content for the Biennial Report, which will be used to convey challenges and accomplishments to stakeholders.
 - **FASTA Progress** - engaged the Public Buildings Reform Board to begin addressing the requirements of the Federal Assets Sale and Transfer Act (FASTA) and issued data calls on subsequent consolidation, collocation, and disposal opportunities.
- FY2021 Strategic Priorities
 - **FASTA** - continue to focus on finding high value properties and properties that can be consolidated, collocated, or disposed of.
 - The analysis of the data results will be done by OMB and GSA, but the FRPC will have a chance to review before finalization. The FRPC will be leading the effort of providing good data to the data call.
 - **Capital Planning** – first year capital plan submissions are due Q1 of 2021. Another priority is to analyze the report and the results and then develop a unified proposal for A-11 budget taxonomy reforms.
 - **Data Quality** – real property was placed on the high risk list due to poor data quality and quantity. GSA has worked on building and upgrading the Federal Real Property Profile (FRPP) system as a response, but it is a partnership between GSA and the agencies

who own the data. Therefore, it is important that the agencies maintain and provide good quality data.

- The GAO is updating its high risk report in 2021. GSA has worked to address GAO 20-135 recommendations and presented a corrective action plan to GAO. We need your help at the agency level to continue improving quality and quantify how we have progressed through establishing metrics concerning data quality.
- **Business Standards** - analyze the results of the Federal Integrated Business Framework (FIBF) Readiness Assessment
- **Post COVID Strategy** - many agencies did not have a high rate of telework pre-Covid-19, but Covid-19 forced people to rethink that strategy. Some agencies have transferred to a 100% telework. A government-wide strategy needs to be considered that rethinks telework and space needs.
 - This is an opportunity to rethink the real property footprint strategy for the future, analyze the lessons learned during COVID-19, and think about ways agencies can adjust their real property portfolios accordingly as lease renewals approach.
- **Performance Metrics** – a new working group was established to focus on metrics and publish quality performance metrics across government to show GAO, stakeholders, and the public how agencies are managing their portfolios.
- **Biennial Report** – a new working group has been established, and they are currently discussing the content for the Biennial Report.

First Year Capital Plan Submissions

- Capital plans are due January 8th, 2021. With the date coming up, a plan for reviewing submissions and providing feedback needs to be developed. The Capital Planning Working Group is working to identify a subset of people (6-12 people) who are willing to read and evaluate capital plan submissions.
 - The Capital Planning Working Group is also working on developing a consistent methodology for reviewing submissions to ensure that submissions are evaluated consistently and fairly. M-20-03 lists criteria and will be used as the foundation for the review process.
 - Feedback is being provided solely to help agencies improve their internal capital planning programs. Feedback is not representative of a report card.
 - After the Capital Planning Working Group has developed evaluation criteria, it will go to the FRPC for approval.
 - Agencies interested in participating in the development of evaluation criteria and/or review of capital plan submissions are asked to reach out to Bill Hamele.

Real Property Budget Taxonomy

- The Capital Planning Working Group, while writing the implementation guidance for M-20-03, determined that the transparency limitations imposed by the current A-11 budget system makes it extremely difficult to implement M-20-03.
 - The Department of Homeland Security (DHS), The Department of Veterans Affairs (VA), The Department of Transportation (DOT), and The Department of Energy (DOE) proposed changes to the Budget Object Codes (BOC) codes and presented them to the Office of Management and Budget's (OMB) Budget Review Division (BRD) in May 2020. BRD

responded by asking for a poll of agency support for the proposed changes.

- There is general consensus that among the approximately 16 agencies that were polled that change is needed to BOCs, but there is concern about the level of effort required to make those changes.
 - Next steps are to draft a brief summary of where each agency stands and confirm their position on the matter, and then provide that feedback to BRD.
 - DHS is also developing a crosswalk from the current BOC system to the new BOC system (if changes are made) because if new BOCs are created that would remove funding from current BOCs. The goal is to resolve this by the end of this calendar year.
 - Partnership for Public Service Roundtable which was the Assistant Secretary for Administration Management was briefed to give them insight and promote our advocacy across government.
 - A potential strategy to address this issue is to show that it is not solely an issue for real property but also other areas of government, like the IT community. An analysis on Cybersecurity conducted by The Department of Treasury (Treasury) likewise determined that the current A-11 budget taxonomy does not allow transparent tracking of funds from budget to execution.
-

New Performance Metrics Demo

- The Performance.gov page for real property has been updated to include a page for just real property metrics (Under the Management Priorities Tab).
 - The metrics are at the agency-wide level. The metrics are similar to previous years with the expectation of the Condition Index.
 - The condition index has changed from a percentage of buildings over 85% condition index to the normalized average of the condition index. It has been normalized by square footage, so the bigger the building the more meaningful the condition index is in the overall calculation of the score.
 - Because this is a new way of calculating the metric, there is only one year of data for the Condition Index.
-

Biennial Report Working Group Update

- The working group met this week and put together an initial draft outline for the report. Next the working group will review the draft outline and will meet again in November.
-

Data Governance Working Group Update

- An ongoing issue raised by GAO audit 20-135's report on data quality was location accuracy. This is reflected in the 2020 FRPP Reporting Guidance; the main focus is that everything needs to be geographically located using a recognized geographic system.
 - GSA is creating a way to help agencies who want to pre-check their data before reporting it to the FRPP.
 - The Data Governance Working Group is working to update the 2017 Data Quality Improvement Program Guidance to reflect additional requirements introduced by M-18-21 and OMB Circular A-123.
 - The Data Governance Working Group is currently in the process of collecting best practices from agencies. Best practices will be provided as reference material in the updated guidance for agencies with less mature data quality processes in place.
-

Business Standards Working Group Update

- The Real Property Readiness Assessment has been completed, and the working group is currently analyzing submissions. The goal is to share the results by December and no later than January 2021.
-

Targeting Opportunity Zones (Executive Order 13946)

- One of the main purposes of the FRPC is to present opportunities for the government to better manage real property assets. Analyses have found that there is a material amount of Federal real property located in opportunity zones, some of which may be underutilized.
 - Executive Order 13946 encourages agencies to consider the following:
 - 1 - Can you introduce more people into this property through consolidation?
 - 2 - If consolidation is not an option, consider selling properties to attract private sector investors into the area.
-

FEDERAL REAL PROPERTY COUNCIL

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

MEETING AGENDA

Date and Time	January 28 th , 2021	1:00 to 2:30 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing (Link) • Secure Federal LEASEs Act (PPT) • Readiness Assessment Briefing Slide-deck (PPT) • Capital Plan Review Process (DOC) • Capital Plan Review Template (XLSX) 	

Time	Topic	Presenter(s)
1:00 – 1:10 pm	Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing <i>Objective:</i> Discuss the Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing.	Alex Kurien
1:10 – 1:25 pm	Secure Federal LEASEs Act (PL 116-276) <i>Objective:</i> Provide an update on the requirements of the statute and the implementation plan.	John Thomas
1:25 – 1:50 pm	Business Standards Working Group Update <i>Objective:</i> Share the results of the readiness assessment.	Chris Coneeney
1:50 – 2:05pm	Data Governance Working Group Update <i>Objective 1:</i> Provide a demo of the FRPP Geospatial Validation Tool as part of the action plan to improve location data elements in the FRPP. <i>Objective 2:</i> Discuss the draft outline for the updated 2017 Data Quality Improvement Program Guidance.	Aaron Eisenbarth Adam Pugh
2:05 – 2:15pm	Capital Planning Working Group Update <i>Objective:</i> Provide an update on agencies' capital plan submissions.	Bill Hamele
2:15 – 2:20pm	Metrics Working Group Update <i>Objective:</i> Provide an update.	Eric Haukdal

2:20 – 2:25pm	Biennial Report Working Group Update Objective: Discuss the status of the Biennial Report development.	Marianne Petty
2:25 – 2:30pm	General Updates Objective 1: Remind agencies to notify GSA of SRPO changes. Objective 2: Remind agencies to submit disposal and consolidation opportunities (FASTA).	Alex Kurien Adam Bodner

FEDERAL REAL PROPERTY COUNCIL

MEETING MINUTES

Date and Time January 28th, 2021 1:00 pm to 2:30 pm

Location Virtual

Attachments

- COVID-19 Safe Federal Workplace Guidance – M-21-15
- Executive Order on Tackling the Climate Crisis at Home and Abroad
- Secure Federal LEASEs Act
- Readiness Assessment Briefing Slide-deck
- Capital Plan Review Process
- Capital Plan Review Template

Action Items

- The next Federal Real Property Council (FRPC) meeting will be held on April 15th.
- Agencies experiencing changes in FRPC or FRPC working group staff as a result of the Presidential administration change are asked to notify Cody Dean (cody.dean@gsa.gov).
- Agencies seeking guidance on meeting the requirements of either the Executive Order on Protecting the Federal Workforce or the Executive Order on Tackling the Climate Crisis can reach out to Alex Kurien (alex.kurien@gsa.gov) more information.
- Agencies are asked to take a fresh look at their real property portfolios and consider potential consolidation, collocation, and disposal opportunities. Questions and recommendations can be directed to Adam Bodner (adam.bodner@pbrb.gov).
- The results of the Real Property Readiness Assessment will be published to the D2D website following the January 28th FRPC meeting.
- The Secure Federal LEASEs Act goes into effect June 30th, 2021.
- A number of agencies have still not submitted their capital plans under M-20-03. If your agency has not already done so, please send your agency's documentation to CapitalPlan@gsa.gov as soon as possible.

Summary

- Agencies were highly cooperative on the Real Property Readiness Assessment, and the results will be used to identify opportunities and challenges for the FRPC to address

Roll Call

- Vincent Carter (DHS)
- Greg Ewing (DHS)
- Mohamad Balhis (DOC)
- Lisle Hannah (DOC)
- Colleen Martin (DoD)
- Marianne Petty (DoD)
- Ron Tickle (DoD)
- Gordon Clark (DOE)
- Eric Haukdal (DOE)
- Adam Pugh (DOE)
- Bill Seifert (DOE)
- Scott Whiteford (DOE)
- Robert Rushing (DOI)
- Marny Cvrkel (DOJ)
- Dean McCauley (DOJ)
- Dan Cornish (DOL)
- Heath Rehkop (DOL)
- Mary Sprague (DOT)
- Jim Hairfield (ED)
- Yvette Jackson (EPA)
- Krystal Brumfield (GSA)
- Chris Coneeney (GSA)
- Aaron Eisenbarth (GSA)
- Julie Hepp (GSA)
- Saul Japson (GSA)
- Alex Kurien (GSA)
- Flavio Perez (GSA)
- Bob Stafford (GSA)
- John Thomas (GSA)
- Garey Rice (HHS)
- Michael Saunders (HHS)
- Mark Smith (NARA)
- Erik Weiser (NASA)
- Calvin Williams (NASA)
- Jennifer Golder (NRC)
- Maren Williams (NSF)
- Victoria Collin (OMB)
- Bill Hamele (OMB)
- Deidre Harrison (OMB)
- Adam Bodner (PBRB)
- Tim Beavers (SSA)
- Marc Mason (SSA)

in the years to come.

- The Data Governance Working Group (DGWG) plans to present an initial draft of the updated guidance to the ESC and FRPC during their March and April meetings.
- The capital plan review process has begun. The timeline for completion is yet to be determined, as some agencies have not submitted.
- The Metrics Working Group (MWG) is currently working on improving the existing Condition Index metric by adding a qualitative scale, and plans to make a proposal to the ESC and FRPC during their March and April meetings.

- Tara Lawson (State)
- Deborah Schneider (State)
- Elizabeth Slaughter (State)
- Jack Jensen (Treasury)
- Mike Thomas (Treasury)
- Heather Bomans (USAID)
- Claire Ehmann (USAID)
- Scott Davis (USDA)
- Nikki Zook (VA)

Topic

General Info

Introduction and General Updates

- One of the major priorities of the new Presidential Administration is getting the Coronavirus under control, and part of that effort is the [Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing](#). Under this Executive Order, coordinated measures are being taken to protect the health and well-being of the federal workforce and individuals they interact with in federal buildings and on federal lands. The FRPC expects to have a role in the development and execution of an implementation plan.
- The [Executive Order on Tackling the Climate Crisis at Home and Abroad](#) also includes significant involvement from the FRPC. Section 204 specifically calls for “aligning the management of Federal procurement and real property, public lands and waters, and financial programs to support robust climate action.”
- Federal Assets Sale and Transfer Act (FASTA) Update –
 - The Public Buildings Reform Board (PBRB) has been working with agencies to find consolidation, collocation, and disposal opportunities that agencies may have difficulty executing without the assistance of the PBRB and its authorities under FASTA; however, the PBRB is looking for more recommendations and requests that agencies take a fresh look at potential opportunities.
 - The first round of PBRB recommendations has a seven year time horizon, so agencies will have a full six years to complete projects. In some cases, extenuating circumstances can extend that.
 - The PBRB expects continued interest from the Capitol Hill, particularly after the increased telework capabilities that have come about due to the Coronavirus.
 - The PBRB is prepared to take a lead role in opportunities, and can provide support in terms of due diligence and cost analyses.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Data Governance Working Group, February 9th, Virtual

Biennial Report Working Group, February 10th, Virtual

Metrics Working Group, February 17th, Virtual

FRPC ESC, March 25th, Virtual

FRPC, April 15th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Secure Federal LEASEs Act

- [The Secure Federal LEASEs Act](#) was introduced in response to Government Accountability Office (GAO) criticisms related to the risks involved with occupying space leased by foreign entities.
 - The policy instructs agencies with independent statutory leasing authority, before entering into lease agreements, to identify the highest level owner of leased space and disclose whether that owner is a foreign person or entity, including the country associated with ownership. This includes financing entities as well.
 - If the owning/financing entity is foreign, the Federal lessee must notify the Federal tenant and work together to address/mitigate security risks prior to award of the lease.
 - The policy tasks GSA, in coordination with the Office of Management and Budget (OMB), with developing a government-wide plan for agencies to use to identify immediate, highest level, and beneficial owners.
 - The policy applies to agencies with a security level of 3, 4, or 5 that have independent leasing authority, when entering into an agreement for high security space.
 - The Department of Defense (DoD) and intelligence agencies are exempt.
 - Identifying ownership will involve collecting a significant amount of personally identifiable information – a means of collecting, storing, and securing this information still needs to be determined.
-

Business Standards Working Group Update

- The Business Standards Working Group (BSWG) has been working through the Federal Integrated Business Framework (FIBF) process over the past couple of years in order to standardize processes and share solutions.
 - Areas that completed this process before real property include grants, financial management, travel, and human capital.
 - The BSWG recently reached a major milestone by completing a Readiness Assessment, which gauges how common various processes are across all agencies. The Readiness Assessment also helps agencies understand the big picture of their own internal processes, gives a baseline for IT footprint, and identifies policies and laws that either help or hinder efficient real property management.
 - A summary of the results of the Readiness Assessment will be published via the D2D website.
 - Results from the Readiness Assessment show that the two real property areas with the lowest level of standardization across the government are disposal and asset operation.
 - This is not surprising as many agencies do not directly own or lease their space.
 - The Readiness Assessment also asks about the tools and systems that agencies use to support real property management. Results showed that a large number of agencies are planning to modernize/sunset systems in 2021.
 - 40-45% of agencies' systems are over five years old.
 - The most commonly used system among agencies is Archibus. Other commonly used systems include Oracle, Microsoft SharePoint, IBM Tririga, and IBM Maximo.
 - The primary policy impediments of standardization/consolidation are issues with appropriation/authorization language and Federal-wide regulations and policies. Having revealed these, the Readiness Assessment will be helpful for proposing legislative reforms.
 - One important factor moving forward with standardizing processes and sharing solutions will be to increase use and compliance of standard data definitions, as agencies are currently using them inconsistently.
 - Out of the 900 capabilities included in the Readiness Assessment, there was only 1 capability reported as missing. This indicates that the BSWG was thorough and reliable in their initial assessment.
-

Data Governance Working Group Update

- Geospatial Validation Tool –
 - One of the primary concerns addressed in Government Accountability Office (GAO) audit 20-135 was the quality of geospatial location data in the Federal Real Property Profile (FRPP). GSA previously developed an action plan for addressing audit 20-135 recommendations, and more recently committed to segmenting high priority segments of the inventory for a phase 1 data quality improvement effort. As a means of advancing that effort, GSA developed a Geospatial Validation Tool to help agencies target geospatial anomalies and double check the data they are submitted to the FRPP.
 - The Geospatial Validation Tool is housed on the same webpage as the Real Property Management Tool, as they share the same permissions.
 - Users can only view their own agency's data.
 - The Geospatial Validation Tool runs nightly during the FRPP submission period, and displays anomalies the day following submission to help agencies quickly resolve errors.
 - The Geospatial Validation Tool helps agencies identify and solve anomalies in their reported geospatial location data across four tabs:
 - Tab 1 – Maps the lat + long coordinates that agencies submitted, and is useful for finding cases where submitted lat + long don't match submitted city/state/county information.
 - Tab 2 – Shows the quality of the addresses that agencies submitted. Tab 2 takes the address information that agencies submitted to the FRPP, geocodes the location, and generates lat + long coordinates. Tab 2 then rates the quality of the generated lat + long coordinates.
 - Tab 3 – Tab 3 only works for agencies that elect to submit both street address and lat + long coordinates, showing the distance between the lat + long coordinates submitted by the agency and the lat + long coordinates generated based off of the provided address information. This will be helpful for identifying anomalies by making it clear how far the asset is from where the agency had reported. In some cases generated lat + long coordinates can be thousands of miles off from the submitted lat + long coordinates, which indicates a clear anomaly.
 - Tab 4 – Tab 4 shows instances where geographic elements do not match. The Geospatial Validation Tool produces State and County information when geocoding assets, and this tab will flag instances where generated State and County information do not match the reported State and County information.
- Updated Data Quality Improvement Program Guidance –
 - The DGWG is currently working on updating GSA's 2017 Data Quality Improvement Program Guidance to incorporate requirements that have been introduced over the past couple of years, such as M-18-16 and M-18-21. The updated guidance will include a best practices type section that agencies can reference in the creation/improvement of their own programs. The level of maturity of agencies' current programs is diverse, and the best practices are intended to help agencies develop and improve their programs regardless of maturity.
 - The DGWG plans to present an initial draft of the updated guidance to the ESC and FRPC during their March and April meetings.
 - The updated guidance is broken into 3 parts:
 - 1 – General data governance practices that support data quality improvement. This can include defined roles, responsibilities, authorities, and guidance, as well as improvement plans and corrective action plans.

- 2 – Data verification (steps taken to ensure quality during the data entry stage). This can include having a centralized real property inventory system, internal means of mapping data and definitions, requiring source documentation.
 - 3 – Data validation (steps taken to test data after it has been submitted). This can include establishing goals/metrics, anomaly reports, random sampling of inventory systems and quality assurance visits.
-

Capital Planning Working Group Update

- Most agencies have submitted their plans under M-20-03, but the review group is still waiting for 8 agency submissions.
 - The Capital Planning Working Group (CPWG) will be reviewing submissions in teams, and the plan is to have the reviews begin concurrently. Agencies are asked to please submit their plans in a timely manner so the review process can begin.
 - Reviews will focus on making sure agencies' submissions are compliant with the Capital Programming Guide, the Capital Planning Policy (M-20-03), and the National Strategy Addendum (M-20-10).
 - The reviews are meant to provide agencies with feedback that can help them improve their capital planning processes; the intent is not to reprimand agencies or give them a pass/fail grade.
-

Metrics Working Group Update

- The first metric that the MWG has focused on improving is the FRPP Condition Index metric. Currently the FRPP automatically calculates Condition Index by dividing repair needs by replacement value, producing a number on a 1-100 scale. MWG is not looking to change that part of the process, but is looking to add a qualitative scale to the Condition Index number that gives it context and frames it in understandable terms.
 - Different options are currently being considered for adding a qualitative scale, and the MWG is hoping to have a recommended option in time for the March-April FRPC and ESC meetings.
-

Biennial Report Working Group Update

- The Biennial Report Working Group (BRWG) is currently developing an outline for M-20-10's Biennial Report.
 - So far the Biennial Report is planned to include information on:
 - Various FRPC initiatives that other working groups are working on (e.g., data quality improvement, capital planning, performance metrics, business standards, etc.).
 - Existing planning documents, memorandums, and FRPC strategic goals.
 - The Biennial Report is not meant to take the place of these other documents, and will not go over them extensively, but will assess them at a high level.
 - Challenges impeding efficient real property management, including legislative barriers.
 - The state of the government-wide inventory of property.
 - Critical portfolio management functions.
 - The next step in development is to assign BRWG member agencies sections of the outline to write up.
-

FEDERAL REAL PROPERTY COUNCIL

IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF FEDERAL REAL PROPERTY

MEETING AGENDA

Date and Time	April 15 th , 2021	1:00 to 2:30 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • FRPC Strategy Update • Workplace 2030 – FRPC Executive Overview • FRPC_ESC – GSA Occupancy Focus • Agency Level FRPP Data Quality Improvement Program Guidance • Data Gov WG Brief to ESC on V&V Guidance • M-18-21 • FY2021 Data Dictionary Change Recommendations • Draft Biennial Report Outline 	

Time	Topic	Presenter(s)
1:00 – 1:20 pm	FRPC Strategic Discussion Objective: Discuss FRPC priorities in light of the Administration's four priorities: <ul style="list-style-type: none"> • COVID response • Economic recovery and jobs • Climate change • Racial equity 	Alex Kurien Victoria Collin
1:20 – 1:45pm	Workplace 2030 – The Future of Federal Work Objective: Present on the future of the federal workplace and rethinking agency portfolio planning.	Allison Azevedo Kevin Kampschroer Brian Gilligan
1:45 – 2:05pm	Space Utilization Objective: Discuss space utilization and how utilization data can be used to support the Administration's priorities and the future federal workplace.	Stuart Burns Maria Torres
2:05 – 2:20pm	Data Governance Working Group Update Objective 1: Review the working group's progress on the update to the 2017 Data Quality Improvement Program Guidance. Objective 2: Review proposed changes to FY 2021 FRPP reporting requirements.	Adam Pugh Chris Coneeney

2:20 – 2:25pm	Metrics Working Group Update Objective: Discuss tracking the performance.gov performance metrics at the bureau level.	Bill Hamele
2:25 – 2:30pm	General Updates Objective 1: Capital Planning update. Objective 2: Financial Transparency/BOC update Objective 3: Biennial Report update	Alex Kurien Bill Hamele Marianne Petty

FEDERAL REAL PROPERTY COUNCIL

MEETING MINUTES

Date and Time April 15th, 2021 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- FRPC Strategy Update
 - Workplace 2030 – FRPC Executive Overview
 - FRPC_ESC – GSA Occupancy Focus
 - Agency Level FRPP Data Quality Improvement Program Guidance
 - Data Gov WG Brief to ESC on V&V Guidance
 - FY2021 Data Dictionary Change Recommendations
 - Draft Biennial Report Outline

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on July 15th.
 - Agencies are asked to think about tools, best practices, or priorities that would be helpful for aligning Real Property to the Administration's four priorities. Please submit suggestions to Alex Kurien (alex.kurien@gsa.gov).
 - Agencies interested in learning more about Workplace 2030 and the services they can provide are encouraged to reach out to your National Account Lead, who can be found at (<https://www.gsa.gov/about-us/organization/public-buildings-service/office-of-portfolio-mgmt-customer-engagement/office-of-customer-engagement/account-management-program/national-accounts-teams>).
 - Agencies interested in learning more about technologies for tracking occupancy and space utilization or that need assistance planning for the post-COVID space environment are encouraged to reach out to Stuart Burns (stuart.burns@gsa.gov).
 - FRPC members are asked to review the following and submit questions and feedback to the listed points of contact:
 - Agency Level FRPP Data Quality Improvement Program Guidance (attached) – Submit to Adam Pugh (b) (6) @hq.doe.gov and Chris Coneeney by COB April 29th.
 - FY2021 Data Dictionary Change Recommendations (attached) - Submit to Adam Pugh and Chris Coneeney by COB April 29th.

Roll Call

- Vincent Carter (DHS)
- Tom Chaleki (DHS)
- Greg Ewing (DHS)
- Mohamad Balhis (DOC)
- Lisle Hannah (DOC)
- Colleen Martin (DoD)
- Marianne Petty (DoD)
- Ron Tickle (DoD)
- Gordon Clark (DOE)
- Eric Haukdal (DOE)
- Adam Pugh (DOE)
- Bill Seifert (DOE)
- Scott Whiteford (DOE)
- Craig Lasser (DOI)
- Marny Cvrkel (DOJ)
- Kimberly Herman (DOJ)
- Dean McCauley (DOJ)
- Scott Snell (DOJ)
- Heath Rehkop (DOL)
- Julia Fritz (DOL)
- Jim Hairfield (ED)
- Yvette Jackson (EPA)
- Allison Azevedo (GSA)
- Stuart Burns (GSA)
- Chris Coneeney (GSA)
- Aaron Eisenbarth (GSA)
- Brian Gilligan (GSA)
- Julie Hepp (GSA)
- Kevin Kampschroer (GSA)
- Alex Kurien (GSA)
- Garey Rice (HHS)
- Michael Saunders (HHS)
- Mark Smith (NARA)
- Erik Weiser (NASA)
- Calvin Williams (NASA)
- Jennifer Golder (NRC)
- Brian Mohler (NRC)
- Maren Williams (NSF)
- Victoria Collin (OMB)
- Bill Hamele (OMB)
- Deidre Harrison (OMB)

- Draft Biennial Report outline (attached) – Submit to Marianne Petty ((b) (6) [REDACTED]@mail.mil) by COB April 29th.

Summary

- The FRPC is committed to aligning its priorities with the four core priorities of the new Administration (Climate Change, Racial Equity, Economic Recovery, and COVID-19). The FRPC's existing strategy largely pursues these priorities, but agencies should be actively incorporating these priorities into their strategic decisions.
- As the long-term Real Property strategy is developed, agencies have voiced interest in a short-term leasing policy that best positions them to more quickly adopt changes resulting from the updated strategy.
- The government has been pursuing space reduction for years, and the low utilization rates prompted by COVID-19 have created amplified interest. As the new post-COVID Real Property norm settles, the space utilization metric by which agencies are evaluated may need to be rethought as well.
- Starting in FY22, as part of the updated Data Quality Improvement Program Guidance, agencies will be required to describe their internal data quality improvement programs and deliver documentation to the Data Governance Working Group (DGWG) for review.
 - Some agencies have voiced concern at the two-year submission cycle proposed in the updated guidance and request that the deliverable be due on a three-year cycle to align with the 3rd party review requirement of M-18-21.

- Adam Bodner (PBRB)
- Tim Beavers (SSA)
- Paul Crigler (State)
- Tara Lawson (State)
- Beth Slaughter (State)
- Kent Stiegler (State)
- Polly Dietz (Treasury)
- Tony Bennett (USAID)
- Heather Bomans (USAID)
- Claire Ehmann (USAID)
- Sherrene Dugar (VA)
- Chris Finley (VA)

Topic

General Info

FRPC Strategic Discussion

- The intent of this discussion is to get high agency participation and collaboration on the future of Federal Real Property and how Real Property can best be used to support agencies' missions, while also supporting the Administration's core priorities. The four core priorities of the new Administration are:
 - Climate Change
 - Racial Equity
 - Economic Recovery
 - COVID-19
- The FRPC's existing strategy largely supports the Administration's priorities, emphasizing footprint reduction, sustainability, opportunity zones, responsible financial stewardship, and telework flexibility. However, moving forward the FRPC's Real Property strategy should specifically focus on maximizing support for the core priorities above.
- Planning for the post-COVID environment will require FRPC coordination with a variety of executive councils, including but not limited to the Chief

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<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Human Capital Officers Council (CHCOC), the Chief Information Officer's Council (CIOC), and the Chief Financial Officers Council (CFOC).

- The President's Management Council (PMC) was recently charged with developing the vision for the post-COVID workforce. As part of that effort, the PMC has asked executive councils, including the FRPC, to identify near, medium, and long-term issues that would be helpful for senior decision makers as they develop a plan.
- Agencies have been developing their own internal plans for the post-COVID environment, and government-wide decision makers are eager to understand the best practices and unique concerns agencies are running into.
- Open Discussion:
 - **Department of Homeland Security (DHS):** DHS' resilience strategy focuses on where property needs to be, with an emphasis on consolidation and collocation (both intra and inter-agency) for the next 10-15 years. DHS' mission effectiveness relies heavily on facility location. Aside from footprint reduction, other DHS efforts that support the Administration's climate change priority include a move toward electric vehicles and increased adoption of solar panels.
 - **Department of State (State) – Domestic:** State has been conducting a space optimization study to determine how their bureaus have been impacted by COVID-19 and how telework is being used. State has not historically been very supportive of telework, but COVID-19 has changed that. After State completes its space optimization study it will work on changes to its business model and space design needs. They are also developing a system that tracks occupancy data.
 - **State Response #2:** State is considering decentralizing the headquarters functions of bureaus that incorporate a large portion of remote work. This would allow them to place hubs in opportunity zones across the U.S., rather than focusing on property in the District of Columbia (D.C.) area. They expect that this would be a long-term effort. Factors making it difficult to quickly implement space reduction initiatives include commitments to existing lease agreements and the high funding it would require to implement changes.
 - **State – Overseas:** State has an overseas program called Embassy After Next, which is studying overseas construction plans, building resilience, and overseas programs. State places a high priority on the resilience of overseas facilities, expecting their facilities to function and support diplomats for 50-year periods. Overseas, State has not significantly changed space planning due to COVID-19; State is waiting for direction on what the new normal should be before making those decisions.
 - **Department of Interior (DOI):** DOI is also hesitant to make significant changes or investments before more data is available and government-wide guidance has been issued. DOI noted that the eventual government-wide strategy will need to accommodate unique bureau operations. DOI also cautions against abandoning

Upcoming Meetings:

Metrics Working Group, April 28th, Virtual

FRPC ESC, June 24th, Virtual

FRPC, July 15th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

the FRPC's existing initiatives and priorities. It is important that agencies think about how they can support the new Administration's priorities, but existing priorities (e.g., capital planning, data quality, business standards) should be concluded before the FRPC starts major new initiatives.

- **Social Security Administration (SSA):** SSA is among the agencies that interact heavily with the public, so they have unique needs for space and technology. SSA is exploring ways to serve the public in a telework environment, and how that will impact their space needs. SSA is confident that they could make large portfolio reductions while still optimally supporting their mission. Like State, SSA was not very supportive of telework, but COVID-19 taught agencies the benefits of remote work.
 - **SSA Response #2:** One of the big challenges that agencies face is a lack of short-term guidance. SSA has leases expiring every day, and as new leases are negotiated SSA is not sure what requirements should be in place. Signing leases for 15-year periods during discussions on major changes to Federal Real Property strategy will make it difficult for agencies to adopt the new strategy. There should be a short-term leasing policy that will serve as the foundation for upcoming changes.
- **Environmental Protection Agency (EPA):** EPA supports SSA's proposal for a short-term leasing policy change. EPA has been trying to enter short-term lease extensions where possible to allow them to identify opportunities to consolidate and collocate, but there should be guidance and assistance that steers the government-wide portfolio in the right direction.
- **National Aeronautics and Space Administration (NASA):** NASA is taking an enterprise approach to facility management. They have their own Workforce of the Future study underway to get a better idea of their future space needs, how space should be funded, and what condition space should be in.
- **Department of Commerce (DOC):** DOC is making dramatic reductions to their headquarters space and anticipates making large reductions to their overall inventory over the next 5-7 years. For many agencies the process of changing will be slow, as it will take time to collect data and fully understand the best ways to implement changes for the post-COVID work environment.
- **Public Buildings Reform Board (PBRB):** The PBRB is interested in conducting a study of metropolitan areas to determine where facilities can be placed to best support the Administration's priorities, and what sort of dollar savings agencies would see from space reduction through expanded telework policies.

Workplace 2030 – The Future of Federal Work

- GSA has been actively partnering with agencies to study utilization, telework, and the impact of COVID-19 in anticipation of workforce changes brought about by COVID-19. While agencies have done an excellent job quickly adapting to a heavy telework posture, there are additional changes that need to be made to ensure that employees can optimally support agencies.

- Workplace 2030 Guiding Principles – created by 100 experts from 18 different agencies.
 - Work can be done anywhere, anytime. Telework will play an increasingly important role in the workplace.
 - Technology will be the force that brings work together. Many federal employees are no longer tethered to a building for work.
 - Real estate will still have a role in the workplace to maintain and enhance human connection.
- Key Findings on the Future of the Federal Workplace:
 - Remote work is trusted work. The heavy telework posture during COVID-19 has proven that employees can produce high quality results in a telework environment.
 - Employees still want an office. There needs to be space available that allows employees to collaborate, spark creativity and come together. There are also some tasks/positions that are not suitable for telework.
 - Agencies are willing to share space. Collocation has been an attractive option since well before COVID-19, and agencies are interested in reducing costs by sharing spaces.
 - Remote work helps recruit and retain top talent. Telework allows the recruitment of top talent regardless of location and will promote retention of employees who need/want to move to other locations.
 - Telework options are seen as an attractive employee benefit. Over 90% of GSA employees want more telework, and a full 40% want to work from home full time.
 - There are challenges need to be overcome. Best practices, training, and improved systems need to be a part of the future of the federal workplace.
- The different missions and priorities of each agency will result in different telework policies depending on agency and position. Support services will need to be tailored, and GSA will need to assist agencies to promote success.
- GSA has identified and begun developing services to support agencies' needs:
 - GSA Flex Hub – Real estate workspaces for all federal employees to use, regardless of location or agency. Involves a pay as you go system to reduce costs.
 - Home-Office-in-a-Box – Furniture, technology, and support services to help make employees working from home as productive as in-office employees.
 - Work Support App: Offer an app that helps locate other employees, places, and support services.
- **Housing and Urban Development Question:** Some agencies, such as the Department of Veterans Affairs (VA) are testing pilot programs through companies that offer temporary work facilities similar to the GSA Flex Hub described above. One example is We Work. They even offer secure facilities for more sensitive government needs. Has GSA engaged with any of these companies?
 - **GSA Response:** GSA is not familiar with the specific We Work for government initiative, but will explore it as part of the review of existing options for co-working.

Space Utilization

- Studying, tracking, and strategizing space utilization touches on all four of the administration's core priorities, and as a post-COVID Real Property strategy is developed space utilization data will be essential as agencies re-define their footprint and change their space design planning.
 - Pre-COVID utilization was already a priority, as occupancy rates were below desired levels. Only 60-75% of building occupants were reporting to the office on average. COVID-19 caused occupancy rates to dramatically fall below 15%.
 - The pre-COVID 60-75% occupancy rate translates to employees getting 350 sq ft per person, resulting in an annual cost of \$15,000 to house each employee. The 15%
-

occupancy rate brought about by COVID-19 throughout most of 2020 translates to employees getting 1,050 sq ft per person, resulting in an annual cost of \$55,000 to house each employee.

- Occupancy rates are currently settled at around 30%.
 - The Private sector similarly experienced large reductions in utilization, and has found that utilization rates are likely permanently down as employees push for more telework.
 - Creating a dynamic work environment that uses expanded telework options in the post-COVID environment will allow for a smaller real property footprint, increasing utilization and driving real estate costs down significantly.
 - In preparation for the Workplace of 2030, the expanded use of telework, and a reduction in real estate space, GSA Public Buildings Service (PBS) has been partnering with agencies to research different utilization tracking technologies, such as badging, heat sensors, cellular location data, Wi-Fi network data, and self-reported data.
 - Many of the technologies GSA has been testing use anonymized data.
 - In the course of researching, other uses for utilization data aside from planning space needs have been found, such as maximizing energy efficiency, preparing for social distancing needs, and maintenance.
 - Through badging data, GSA was able to combine a regional office with their headquarters building, resulting in a 350K sq ft space reduction.
 - **DHS Comment:** For DHS, pre-COVID utilization was hovering around 50%. DHS recently finished developing a consolidation strategy and is working to consolidate bureaus and change their space planning requirements. DHS has determined that they can afford to eliminate the space for nearly all of their commercially leased space in the Capital Region and is looking to adopt their consolidation strategy nationwide. DHS estimates that they will be able to shrink their office space portfolio by 30% nationwide.
-

Data Governance Working Group Update

- Objective 1:
 - In 2017, GSA issued Agency-Level Federal Real Property Profile Data Quality Improvement Program guidance to help agencies improve their data quality, and ultimately improve the quality of data in the FRPP. Since issuing this guidance, additional OMB policies have been issued that affect the requirements for agencies' internal data quality improvement programs. The FRPC's DGWG has been working to release an update to GSA's 2017 guidance that incorporates relevant changes, primarily from M-18-21. This updated guidance requires agencies to submit a deliverable every two years that documents their internal processes for ensuring and improving data quality.
 - **State Feedback:** State requests that the due date for the deliverable be shifted from Q1 of FY22 to Q2 of FY22. Agencies tend to have a lot of competing deliverables due in the Q1 timeframe of each year. State also requests that subsequent submissions of the deliverable be due on a three-year cycle to align with the timeline for the 3rd party review required under M-18-21, rather than the two-year cycle proposed in the guidance.
 - **Department of Defense (DoD) and VA Feedback:** DoD and VA concur with the proposed three-year cycle, as it would give agencies more time to implement necessary changes between submissions. Two years is not enough time to identify and address gaps in data quality.
 - Objective 2:
-

- The DGWG is seeking input on the “Potential FY 2022 or Beyond Changes to Data Dictionary” section of the attached *FY2021 Data Dictionary Change Recommendations* document. There are three items raised here:
 - 1 – New Sustainability Data Elements: CEQ had previously requested new data elements to meet requirements of executive order 13814, but is developing a revised request in light of the Presidential Administration change.
 - 2 – Geographic Data Elements: The Federal Geographic Data Committee (FGDC) is developing a proposal for changes to FRPP location reporting requirements that would comply with FGDC and Geospatial Data Act standards.
 - 3 – Changing the Publication Date for the FRPP Data Dictionary: A proposal was put forth in the DGWG to change the publication date of the FRPP reporting requirements contained in the data dictionary to allow agencies more time to incorporate the changes within the various internal IT systems which feed into FRPP. The working group will discuss this further to bring a concrete proposal to the ESC at a future meeting.
-

General Updates

- Capital Planning:
 - A number of agencies’ capital plan submissions do not fully meet the requirements of M-20-03, which requires three items:
 - 1 – A capital plan submission
 - 2 – A narrative document describing the agency’s capital planning process
 - 3 – A list of first year projects
 - Some agencies either did not provide a narrative document or a first-year projects list. For future submissions, the FRPC will make it clear that all documentation must be submitted to be in compliance with M-20-03.
 - Biennial Report:
 - The Biennial Report Working Group expects to have an initial draft completed in the Fall 2021 timeframe, with the first full report ready for release in early-mid 2022.
-

FEDERAL REAL PROPERTY COUNCIL

MEETING AGENDA

Date and Time	July 15 th , 2021	1:00 pm to 3:00 pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • Condition Index Rating Scale Option Slides v2 • Updated Data Quality Improvement Program Guidance v6.4 • Secure Federal Leases Act Interim Rule • OMB Policy Memo M-21-25 	

Time	Topic	Presenter(s)
1:00 – 1:45pm	Future of Federal Workplace <i>Objective 1:</i> Update from the PMC Working Group on Reentry and the Future of Federal Work. <i>Objective 2:</i> Review the Mission Support Customer Satisfaction Survey. <i>Objective 3:</i> Discuss OMB policy memo.	Tom Chaleki Trey Bradley Andrew Heller
1:45 – 2:00pm	Condition Index Metric <i>Objective:</i> Present options for updates to the condition index metric.	Eric Haukdal Bill Hamele
2:00 – 2:15pm	Data Quality Improvement Program Guidance <i>Objective:</i> Solicit feedback on the updated Data Quality Improvement Program Guidance.	Adam Pugh
2:15 - 2:25pm	Controlled Unclassified Information Procedures <i>Objective:</i> Make members aware of a need for aligning Federal Real Property Profile data management with Controlled Unclassified Information protocols.	Chris Coneeney
2:25 – 2:40pm	Capital Planning Results <i>Objective 1:</i> Discuss the results of first-year agency-wide capital planning. <i>Objective 2:</i> Propose aligning the capital plan submission cycle to annual budget submissions.	Bill Hamele
2:40 - 2:55pm	Secure Federal Leases Act <i>Objective:</i> Answer questions regarding how GSA is informing agencies about their specific requirements to collect information from offerors.	Chris Coneeney John Thomas

2:55 – 3:00pm

General Updates

Objective: Provide updates.

Alex Kurien

Chris Coneeney

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING MINUTES

Date and Time July 15th, 2021 1:00 pm to 3:00 pm

Location Virtual

- Attachments**
- FRPC Update
 - FRPC Secure Federal Leases Act Powerpoint
 - Secure Federal Leases Act
 - Agency Level FRPP Data Quality Improvement Program
 - Condition Index Rating Scale
 - RPM Business Use Cases
 - OMB Memo M-21-25
 - Data Gov WG Brief to ESC on V&V Guidance
 - Fairness For Breastfeeding Mothers Act of 2019

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on October 21st.
 - FRPC members were made aware that AJ Blaine (allen.blaine@gsa.gov) has taken over administrative duties from Cody Dean.
 - The Metrics Working Group is looking to meet again to discuss the recommendation from the Executive Steering Committee (ESC) about which Condition Index Rating Scale is best.

- Summary**
- The FRPC Full Council was presented to by various working groups to update the council on their different tasks/missions. The Metrics and Data Governance working groups informed the FRPC that they were awaiting feedback from the ESC and will update the Full Council with more information as it comes. FRPC members also saw presentations about the Secure Federal Leases Act, Real Property Management (RPM) Business Use Cases, Controlled Unclassified Information (CUI) Procedures, as well as the results of this year's capital plan review process.

Roll Call

- Tom Chaleki (DHS)
- Greg Ewing (DHS)
- Mohamad Balhis (DOC)
- Lisle Hannah (DOC)
- Colleen Martin (DoD)
- Marianne Petty (DoD)
- Adam Pugh (DOE)
- Eric Haukdal (DOE)
- Scott Whiteford (DOE)
- Gordon Clark (DOE)
- Bill Seifert (DOE)
- Robert Rushing (DOI)
- Marny Cvrkel (DOJ)
- Dean McCauley (DOJ)
- Heath Rehkop (DOL)
- Julia Tritz (DOL)
- Mary Sprague (DOT)
- Keith Washington (DOT)
- Mark Hochberg (ED)
- James Hairfield (ED)
- Donna Vizian (EPA)
- Chris Coneeney (GSA)
- Leah Fant (GSA)
- Alex Kurien (GSA)
- Trey Bradley (GSA)
- Krystal Brumfield (GSA)
- Flavio Peres (GSA)
- Richard Barnett (GSA)
- Stuart Burns (GSA)
- Kevin Kampschroer (GSA)
- Mike Saunders (HHS)
- Bill Hamele (OMB)
- Victoria Collin (OMB)
- Deidre Ciliento (OMB)
- Nancy Corsiglia (HUD)
- Mark Smith (NARA)
- Erik Weiser (NASA)
- Kristy Hopewell (NASA)
- James Corbett (NRC)
- Brian Mohler (NRC)
- Victor Power (NSF)
- Everette Hillard (OPM)
- Brenda Woodley (SBA)
- Tim Beavers (SSA)
- Beth Slaughter (State)
- Michael Thomas (Treasury)
- Claire Ehmann (USAID)
- Tony Bennett (USAID)
- Heather Bomans (USAID)
- Brenda Woodley (USDA)
- Scott Davis (USDA)
- Anne Anderson (USDA)
- Nikkie Zook (VA)

Topic

General Info

Future of Federal Workplace

- The PMC Working Group discussed the reentry and future of the federal workforce. They have collected data from federal employees about how they worked before COVID-19, during COVID-19, and how they wish to work in post-COVID-19 era.
 - The data collected look at each federal agency and what trends showed up in the data as it pertained to federal work and COVID-19. Mainly, how much of that agency was working in person before COVID-19? How much of the agency had to transfer to a fully remote or hybrid model of work during COVID-19? As well as, How much of the agency wishes to stay fully remote or go to a hybrid model moving forward?
 - Moving forward, most agencies are likely to find the perfect model of hybrid work that best suits their mission and workforce opinions.
- Presenter's contact information:
 - Tom Chaleki (b) (6), (b) (7)(C)@hq.dhs.gov)
 - Trey Bradley (trey.bradley@gsa.gov)

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Content>Search in>(Select Desired FRPG Group)

Upcoming Meetings:

FRPG, October 21st,
Virtual

FRPG ESC,
September 30th,
Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Condition Index Metric

- The Condition Index Metric has been a major interagency effort. The Metrics Working Group couldn't come to a consensus on which Condition Index (CI) Rating Scale would be the best to use, so they asked the ESC members to provide them feedback on what they thought would be the best rating scale to use. The working group is meeting again to discuss the feedback.
 - The first CI Rating Scale (Option A) uses adjectives like good, fair, poor, etc to describe an asset's condition. The rating scale is based on the International Facility Management Association (IFMA) rating scale.
 - The short fall of this rating scale is that it doesn't provide adequate insight into the potential severity level of repairs needed. (i.e. treats all deficiencies as the same
 - The second CI Rating Scale (Option B) uses adjectives like excellent, fair, good, etc. However, there's different rating scales for different asset types (office, hospital, warehouse, etc.).
 - One short fall is that this rating scale can't cover all asset types (about 50 in FRPP).
 - Asset groups leave out agencies with less common asset types.
 - The third CI Rating Scale (Option C) conveys a sense of the scope of investment or corrective action needed such as: minor repairs needed, major repairs needed, critical repairs needed. It also uses the same scale for all asset types.
 - Some short falls are that this scale can be misleading, e.g.: a lot of minor repairs could register as "major repairs needed".
- Presenter's contact information:
 - Eric Haukdal ((b) (6)) [@hq.doe.gov](mailto:((b) (6))@hq.doe.gov)
 - Bill Hamele ((b) (6))

Data Quality Improvement Program Guidance

- The Data Governance Working Group provided information on the Updated Data Quality Improvement Program Guidance. The update's purpose is to improve the accuracy and quality of real property data that is used for agency level decision making and to ensure data elements reported to the FRPP accurately describe the physical characteristics of the asset and that inconsistencies are addressed.
 - The working group couldn't come to a consensus on when deliverable reporting should be. Some members were in favor of a 3 year reporting cycle to align with the independent audit required under M-18-21. Others were in favor of a 2 year reporting cycle with the option to submit a letter describing the agency's progress.
 - Due to this, the ESC was asked to vote on what deliverable cycle they were in favor of and report back to the Data Governance Working Group. Please see the attached Guidance that was updated to reflect the ESC members vote to change the reporting cycle to 3 years.
- Presenter's contact information:
 - Adam Pugh ((b) (6) ██████████) [@hq.doe.gov](mailto:apugh@hq.doe.gov)

Controlled Unclassified Information (CUI) Procedures

- The GSA informed the ESC that an agency's data in the FRPP was CUI. This started the conversation about how to standardize the process of handling and sharing CUI data. The national archives sent out the procedures on how each agency needs to handle CUI data. The Data Governance Working Group has met and will continue to meet on how to move forward with dealing with CUI data in the FRPP system.
- Presenter's contact information:
 - Chris Coneeney (chris.coneeney@gsa.gov)

Capital Planning Results

- The Capital Plan Working Group discussed the results of its first year agency-wide capital planning. Overall the agency-wide capital plan was a success, but certain practices were noted as needing to be improved upon for next time.
 - The review was conducted in teams of 3 to review 3 or more capital plans. The capital plan review and comment process had strong support because it really helped strengthen the plans.
 - The improvements that can be made to the process next year include; keeping the same 3 people together when reviewing capital plans (the groups of 3 kept changing this year), as well as making it clear to agencies what they need to submit as part of their capital plan.
- Presenter's Contact Information:
 - Bill Hamele ((b) (6))

Secure Federal Leases Act

- The Secure Federal Leases Act was newly signed into law on December 31st, 2020. It will be enacted on June 30th, 2021. GSA has been working with OMB to develop specific implementation guidance that should be implemented by June 30th. The statute requires that GSA works with OMB to develop a governmentwide plan to collect beneficial ownership information by Dec. 31, 2021.
 - GSA will be providing a 1 hour webinar about implementation of this act and give agencies the chance to ask questions.
 - This act is applicable to all agencies with leasing authority except DoD.
- Presenter's contact information:
 - Chris Coneeney (chris.coneeney@gsa.gov)

General Updates

- Real Property Management (RPM) Business Use Cases:
 - The Business Standards Working Group has finished their use cases and submitted them for the Business Standard Council review and feedback, which is due on Wednesday, June 30th.
 - The use cases are designed to:
 - Improve workflow efficiency and consistency across Federal organizations.
 - Enable workforce development and mobility across Federal organizations.
 - Assess business process/information and service/solution impacts due to changes in legislations, regulation, guidance, and procedures.
 - Evaluate potential service/solution offerings during acquisition and implementation.
 - The level one use cases describe the most common scenarios and details the order of what happens during the use case and the interaction with other Federal program areas.
 - The use case will be shared with the Federal Real Property Council after the July briefing to allow members to provide any feedback before being submitted to OMB for final approval.
 - Presenter's contact information:
 - Chris Coneeney (chris.coneeney@gsa.gov)
- Fairness For Breastfeeding Mothers Act of 2019:
 - On July 25, 2019, the Fairness For Breastfeeding Mothers Act of 2019 (P.L. 116-30, 133 Stat. 1032) was enacted into law. It requires the availability of a lactation room in covered public buildings for use by members of the public to express breast milk.
 - GSA is sharing this reminder in order for those departments and agencies, subject to the law, to assess which public buildings are subject to the requirements of P.L. 116-30.
 - P.L. 116-30 applies to the head of a Federal agency, the Architect of the Capitol, or other official authority responsible for the operation of a public building. A covered public building is defined by the law as a public building (as defined in 40 U.S.C § 3301) that is open to the public and contains a public restroom, and includes a building listed in section 40 U.S.C § 6301 or 40 U.S.C § 5101.

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL MEETING AGENDA

Date and Time October 21st, 2021 1:00 pm to 2:30 pm

Location Virtual

Attachments:

- Real Property Reentry Powerpoint
- Condition Index Rating Scale Recommendation
- Solutions for Federal Coworking
- Flexible Coworking Service Info Sheet
- GSA FlexHub Info Sheet

Time	Topic	Presenter(s)
1:00 – 1:45pm	Reentry Into Facilities/Related Guidance Objective 1: Present updated slide deck to members regarding reentry of the workforce and necessary requirements Objective 2: Discuss agency reentry plans	Trae Watkins Deidre Harrison
1:45 - 2:10pm	GSA Flexible Work Services Objective 1: Discuss GSA flexible coworking services IDIQ (Indefinite Delivery Indefinite Quantity Contract) Objective 2: Discuss upcoming GSA flexhub concept, which will be a federally-operated and controlled coworking space to provide GSA's customers with an additional coworking solution	Ryan Doerfler
2:10 – 2:15pm	Condition Index Rating Scale Update Objective: Review Condition Index Rating Scale recommendation	Eric Haukdal
2:15 – 2:30pm	General Updates Objective: Provide updates.	Bill Hamele Chris Coneeney

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING MINUTES

Date and Time October 21st, 2021 1:00 pm to 2:30 pm

Location Virtual

- Attachments**
- Real Property Reentry Powerpoint
 - Condition Index Rating Scale Recommendation
 - Solutions for Federal Coworking
 - Flexible Coworking Service Info Sheet
 - FRPC FlexHub Overview

Action Items

- The next Federal Real Property Council (FRPC) meeting will be held on Thursday, January 27th.
- Oscar Gonzales from USDA proposed a best practices working group. Agencies who are interested in joining this working group, please email the agency representative to Oscar Gonzales (oscar.gonzales@usda.gov) and Scott Davis (scott.w.davis@usda.gov). Please copy AJ Blaine (allen.blaine@gsa.gov) as well as Cody Dean (cody.dean@gsa.gov).
- Please review the Condition Index Recommendation as well as the vote outcome and provide comments to AJ Blaine (allen.blaine@gsa.gov), copy Chris Coneeney (chris.coneeney@gsa.gov) and Bill Hamele (b) (6) by COB Thursday, November 4th.
- If you have any objections to the Capital Planning and Biennial Report working groups having access to your agency's Capital Plan please email Chris Coneeney (chris.coneeney@gsa.gov). Please provide any objection by COB Thursday, November 4th.
- If you have any objections to the list of Senior Real Property Officers being shared with the Federal Real Property Association (FRPA) please email Chris Coneeney (chris.coneeney@gsa.gov) and Bill Hamele (b) (6) Please provide any objection by COB Thursday, November 4th.

Roll Call

- Trae Watkins (DHS)
- Greg Ewing (DHS)
- Mohamad Balhis (DOC)
- Lisle Hannah (DOC)
- Colleen Martin (DoD)
- Marianne Petty (DoD)
- Ron Tickle (DoD)
- Mike McAndrew (DoD)
- Adam Pugh (DOE)
- Eric Haukdal (DOE)
- Scott Whiteford (DOE)
- Gordon Clark (DOE)
- Bill Seifert (DOE)
- Robert Rushing (DOI)
- Craig Lasser (DOI)
- Marny Cvrkel (DOJ)
- Dean McCauley (DOJ)
- Scott Snell (DOJ)
- Heath Rehkop (DOL)
- Julia Tritz (DOL)
- Mary Sprague (DOT)
- James Hairfield (ED)
- Mark Hochberg (ED)
- Yvette Jackson (EPA)
- Chris Coneeney (GSA)
- Leah Fant (GSA)
- Bob Stafford (GSA)
- Saul Japson (GSA)
- Ryan Doerfler (GSA)
- Krystal Brumfield (GSA)
- Flavio Peres (GSA)
- Richard Barnett (GSA)
- Mike Saunders (HHS)
- Nancy Corsiglia (HUD)
- Mark Smith (NARA)
- Frank Quigley (NARA)
- Kristy Hopewell (NASA)
- Brian Mohler (NRC)
- Jennifer Golder (NRC)
- Maren Williams (NSF)
- Bill Hamele (OMB)
- Victoria Collin (OMB)
- Deidre Cilierto (OMB)
- Soraya King (OPM)
- Kenneth Etheridge (SBA)
- Mark Mason (SSA)
- Denise Wiley (SSA)
- Erich Chan (State)
- Gary Seibert (State)
- Michael Thomas (Treasury)
- Heather Bomans (USAID)
- Scott Davis (USDA)
- Oscar Gonzales (USDA)
- Nikki Zook (VA)

Summary

- The FRPC Full Council listened to presentations about the reentry into federal facilities as well as other related guidance for the federal workforce. These presentations also gave members an understanding of how the federal government can adjust its facilities and outlook on work to accommodate a post-COVID world. Members also heard about ways to reimagine the federal work space (i.e. GSA FlexHub). The Metrics Working Group presented its Condition Index Rating Scale recommendation to the Full Council and informed members of the Executive Steering Committee's vote on whether or not to adopt it.

Topic

General Info

Reentry Into Facilities and Related Guidance

- Trae Watkins (DHS) on behalf of Tom Chaleki presented to ESC Members about how COVID-19 disrupted the federal workforce, but how it also allowed agencies to reevaluate how federal workspaces can be set up and managed. Reentry into facilities can be broken down into 3 key sections and practices within them.
 - **Immediate term:** Enabling access to workspace, guidance from White House Task Force (Safer Federal Workforce Task Force) with an implementation timeframe of late November, and finally, close coordination with Human Capital Officers, Federal Protective Service on entry procedures, GSA on facility requirements, as well as internally.
 - **Short term:** There will be large amounts of lease space expiring in the next 1-3 years which gives agencies an opportunity to move into more efficient spaces due to new remote work strategies. The short-term allows us to analyze 3 alternatives.
 - **Renew existing lease:** No upfront costs, minimal/no long term financial savings, significant time commitment.
 - **Relocate to new space at reduced SF:** Significant upfront TI (tenant improvement) costs, long term cost savings, significant time commitments.
 - **Workspace as a service:** No upfront costs, potential long-term cost savings, no significant time commitments.
 - **Medium term:** We need to reimagine the federal workspace and develop strategies to define the workspace of the future, to include:
 - Ability to measure actual utilization rate

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<https://www.frpg.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

FRPC, January 27th, Virtual

FRPC ESC, January 11th, Virtual

Location:
GSA HQ, 1800 F Street, NW,
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- Ability to identify co-location opportunities and leverage Communities of Practice concepts
 - Ability to use space as a service solutions
 - Fully incorporate real property into budgeting process
- Key strategy groups:
 - **Information:** Identify lease expirations and potential opportunities; access to shared data for analytics and market research; ability to look across agencies for co-location opportunities.
 - **Workspace:** Ensure remote work strategies are part of program of requirements (POR) development; identify communities of practice and potential cross-agency efficiencies; access to information on owned space (location, FCI, asset plans).
 - **Capital:** Ensure needs are reflected in budget submissions, establish real property capital plans and budget exhibits, ensure projects have a strong justification in the Office of Management and Budget's Justifications (OMBJs).
 - OMBJs are budget justification write-ups for the following fiscal year.
 - Presenter's contact information:
 - Tom Chaleki (b) (6), (b) (7)(C) [@hq.dhs.gov](mailto:tom.chaleki@hq.dhs.gov)
 - Trae Watkins (b) (6), (b) (7)(C) [@hq.dhs.gov](mailto:trae.watkins@hq.dhs.gov)

GSA Flexible Work Services

- Ryan Doerfler (GSA) presented on private and public sector options for adapting an agency's facilities to better accommodate hybrid work models and facilitate community work spaces as a means to save money and better utilize space.
- Flexible workplaces are spaces that:
 - Can be obtained quickly, on-demand
 - Meet a temporary office need, over a very short period
 - Scalable by individual versus agency
 - Are cost-effective when compared to traditional federal/leased space given duration and size
- Private Sector: Flexible Coworking Services (available now)
 - **Benefits:** Space provided as a service by private companies; located throughout the country; address short term surges and other flexible workspace needs; pricing based on term (up to 12 months) and quantity (number of users).
 - **Limitations:** Procured as a service agreement and not leased space; agencies do not have exclusive access to spaces (they could have to share with other companies or organizations); space offered as-is (no special construction or alterations; no special security or access restrictions); items must be removed at the end of each day; choose between unreserved hot-desk station, reserved workstation, or reserved office.
 - **Service details:** Available to any federal entity; space available about 5 weeks after request; GSA considers available vacant leased and federal space; provided under Indefinite Delivery Indefinite Quantity (IDIQs) contract.
- Federal Space: FlexHub (available late 2022)
 - **Benefits:** Space also provided as a service; tap into existing excess capacity in federal spaces with minimal investment; may allow agencies to release underutilized space; GSA fully furnishes the space before use as a FlexHub; federal building security screening; greater potential for collocating with other agencies on an as needed basis.
 - **Service details:** Identification, reservation, and billing processes to be determined. Still in development, piloting a FlexHub model at GSA Headquarters through our Workplace Innovation Lab (WIL). WIL to be ready Spring 2022. Future FlexHub locations identified in late 2022.
- Presenter's contact information: Ryan Doerfler (ryan.doerfler@gsa.gov)
 - For more information contact: Lisa Lefkowitz (lisa.lefkowitz@gsa.gov) and Jane Schuster (jane.schuster@gsa.gov)

Condition Index Rating Scale Update

- Eric Haukdal (DOE) presented the Metric Working Group's Condition Index Rating Scale recommendation to the full council.
 - The working group's recommendation is "Option A". Option A uses a range of adjectives to reflect the numerical value associated with an asset's condition or performance (excellent, good, fair, poor). The adjective is assigned to the numerical value of an asset so those in government who don't have the necessary context can understand how an asset is performing.
- As part of Eric Haukdal's presentation, the FRPC was informed of the vote the Executive Steering Committee had taken on whether or not to adopt Option A.
 - The vote is as follows:
 - 6 yes votes (VA does wish to make adjustments however)
 - 1 no vote (DOI said they can live with any outcome though)
 - 4 agencies didn't respond/provide a vote

General Updates

- The Public Buildings Reform Board (PBRB) requested a session with the Federal Real Property Council (FRPC) focusing on the next round of agency FASTA recommendations. This meeting is scheduled for Thursday, November 4th, from 1:00-2:00pm. OMB and GSA are working to determine the topics which might be considered at such a session.
- The Public Building's Reform Board (PBRB) is holding a public meeting on Thursday, October 28th, from 2:00-3:30pm. The meeting will go over the Board's progress and future plans. Follow this link to register for the event:
<https://www.eventbrite.com/e/public-buildings-reform-board-public-meeting-tickets-186932298537>
- Due to the pause on Capital Plan submissions, RTF documents are not required. But GSA will be publishing FY 21 RTF results based on data being submitted now.

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING AGENDA

Date and Time November 4, 2021 1:00 pm to 2:00 pm
Location Virtual
Attachments:

- PBRB FRPC Meeting Slide Deck

Time	Topic	Presenter(s)
1:00 - 1:15pm	Introduce Board <ul style="list-style-type: none"> • Brief recap of FASTA purposes and Board mission and goals • First round: Summarize statutes and timelines 	PBRB Executive Director, Adam Bodner
1:15 - 1:45pm	FASTA Second Round <ul style="list-style-type: none"> • Proposed approach and methodology • Making a pitch to agencies for project submissions and collaboration <ul style="list-style-type: none"> ○ Asset proceeds fund will have \$300M+ ○ Develop plan with GSA/OMB to support request for use of this funding ○ Linkage to agencies' Return to Work plans and subsequent future workspace requirements ○ Board (with GSA) will develop criteria and priorities for review of agency submissions <ul style="list-style-type: none"> ■ Level of Return on Investment ■ Specific MSA's ■ Disposal potential or recapitalization and lease cost avoidance ○ Relationship to annual data calls 	PBRB Board Members Angela Styles Mary Phillips Nick Rahall David Winstead Talmage Hocker
1:45 - 2:00pm	Timelines and Next Steps <ul style="list-style-type: none"> • Discuss timelines for FASTA second round as well as next steps 	Adam Bodner

FEDERAL REAL PROPERTY COUNCIL FULL COUNCIL

MEETING MINUTES

Date and Time November 4th, 2021 1:00 pm to 2:00 pm

Location Virtual

- Attachments**
- PBRB FRPC Meeting Slide Deck
 - PBRB Detailee Position Descriptions

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on Thursday, January 27th.
 - If you are interested in one of the detailee positions, please email Adam Bodner (adam.bodner@pbrb.gov).

- Summary**
- The FRPC listened to a presentation by the Public Building's Reform Board (PBRB) regarding the Federal Assets Sale and Transfer Act (FASTA). PBRB gave a brief background of the Board and FASTA, mainly their goals and timelines. The FRPC learned about the processes for the first and second round of FASTA. Members also learned of potential properties that can be included in the second round. Finally, PBRB requested FRPC members share a description of detail opportunities within their organizations for staff who might be interested.

Roll Call
<ul style="list-style-type: none"> • Tom Chaleki (DHS) • Greg Ewing (DHS) • David Pacurar (DHS) • Mohamad Balhis (DOC) • Lisle Hannah (DOC) • Marianne Petty (DoD) • Scott Whiteford (DOE) • Gordon Clark (DOE) • Robert Rushing (DOI) • Craig Lasser (DOI) • Marny Cvrkel (DOJ) • Dean McCauley (DOJ) • Scott Snell (DOJ) • Macaire Carroll-Gavula (DOL) • Mary Sprague (DOT) • Cheryl Holt (ED) • Yvette Jackson (EPA) • Chris Coneeney (GSA) • Leah Fant (GSA) • Bob Stafford (GSA) • Kevin Kampschroer (GSA) • Nina Albert (GSA) • Krystal Brumfield (GSA) • Flavio Peres (GSA) • Allison Azevedo (GSA) • Stuart Burns (GSA) • Garey Rice (HHS) • Nancy Corsiglia (HUD) • Mark Smith (NARA) • Frank Quigley (NARA) • Kristy Hopewell (NASA) • Erik Weiser (NASA) • Jennifer Golder (NRC) • Maren Williams (NSF) • Victor Powers (NSF) • Bill Hamele (OMB) • Victoria Collin (OMB) • Deidre Ciliento (OMB) • Everett Hillard (OPM) • Kenneth Etheridge (SBA) • Marc Mason (SSA) • Tim Beavers (SSA) • Erich Chan (State) • Gary Seibert (State) • Tara Lawson (State) • Deborah Schneider (State) • Brian McDowell (Treasury) • Heather Bomans (USAID) • Robert Haughton (USDA) • Nikki Zook (VA) • Brett Simms (VA) • Adam Bodner (PBRB) • Mary Phillips (PBRB) • David Winstead (PBRB) • Talmage Hocker (PBRB)

Introduce Board/First Round Recap

- The Public Building's Reform Board:
 - The Board was appointed in 2019 by the President after being nominated by Congress.
 - The Board submits three tranches of recommendations to the Office of Management and Budget (OMB). Proceeds from prior rounds go to Asset Proceeds and Space Management Fund to fund future projects.
- Federal Assets Sale and Transfer Act:
 - Enacted on December 16, 2016, it created an independent process to make recommendations for property disposals, consolidations, lease reductions, cost containment, and other efficiencies across the Federal Government.
- High Value Asset Recommendations:
 - This was the first of three tranches, it was submitted to OMB in December 2019 and is part way through implementation with the GSA. It had a total of 12 properties.
- First Round Recommendations:
 - These recommendations are due to OMB next month, December 2021. There will be approximately 15 properties on this list.
- First Round Due Diligence Findings:
 - Some complex properties were moved to the second round to facilitate further due diligence and stakeholder coordination, including dependencies on other ongoing actions.
 - Some properties were removed due to "dealbreakers", including deed restraints, agency uncertainties or significant disposal limitations.
 - Challenges common to remaining federal properties that have limited action in the past;
 - Historic and environmental challenges
 - Structures integrated into larger campuses
 - Relocation funding needs

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Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

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FASTA Second Round

- Second round recommendations due to OMB in December 2024
- Potential PBRB Second Round Criteria:
 - Major or secondary Market:
 - Federal and/or investor interest: Property is in a major or secondary city likely to attract investor interest or include other federal properties.
 - High taxpayer value:
 - High taxpayer savings: Significant capital expenditures are needed to remain in place.
And/or
 - Opportunity for consolidation: Potential to collapse multiple leased or owned locations into a single space, with savings TBD.
And/or
 - High taxpayer returns: High expected market value and proceeds returning to asset fund.
 - Timing:
 - “Stuck property”: Property has long been identified for action, but has stalled due to funding, political, or other issues.
And/or
 - Workplace reassessment: Space needs have changed after an assessment of workplace needs following the COVID-19 pandemic.
 - Unique implementation needs:
 - Funding challenges: Agency has doubts on full funding or has unsuccessfully pursued funding in the past.
And/or
 - Alternative structure potential: Board can provide transactional flexibility or political support that can advance projects and maximize taxpayer value compared to typical GSA processes.

Next Steps

- Why consider FASTA?
 - **Access to funding:** Many agencies have vacant or underutilized properties that have stayed on their books for years or need to relocate to new space to meet their mission, but simply cannot fund the project. FASTA offers access to an expected \$300+ million in the Asset Fund for transaction-related costs.
 - **Unlock property value:** Agencies can leverage the value of their property for new facilities.
 - **Expedited process:** FASTA process can reduce administrative and procedural requirements from the standard disposal process and Public Benefit Conveyance requirements. This may shorten the timeframe for time-sensitive projects, particularly for relocations.
 - **Advocacy:** Agencies can lean on the Board's independence and political experience to shepherd projects with complex stakeholder challenges, and access staff due diligence capacity and additional real estate expertise.
- Adam Bodner (adam.bodner@pbrb.gov) informed the FRPC that there are a few detail positions open with the PBRB that'll allow federal employees to gain more experience. Attached to these minutes are detailed descriptions of the positions. Adam requests that you share the descriptions within your organization. If someone is interested in a position please email Adam Bodner for more details.

FEDERAL REAL PROPERTY COUNCIL

MEETING AGENDA

Date and Time	January 27 th , 2022	1:00 to 3:00pm
Location	Virtual	
Attachments:	<ul style="list-style-type: none"> • FRPC Workspace Strategy Presentation • Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability (E.O. 14057) • OMB Policy Memo M-22-06 • M3 Playbook Presentation • Secure Federal LEASEs Act Implementation Plan 	

Time	Topic	Presenter(s)
1:00 – 1:45 pm	Reentry into Facilities/Related Guidance <i>Objective:</i> Discuss the Process for agencies' post-pandemic reentry space needs.	Tom Chaleki
1:45 – 2:30pm	Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability <i>Objective:</i> Discuss CEQ's upcoming implementation guidance for E.O. 14057 and the impact to federal real property.	Cara Carmichael (CEQ) Andrew Mayock (CEQ) Shawn Bennett (CEQ)
2:30 – 2:45pm	FIBF – Modernization and Migration Management (M3) Playbook <i>Objective:</i> Discuss the M3 framework as a tool for assisting agencies with any planned IT modernization or migration efforts.	Laurie Cole
2:45 – 2:55pm	Working Group Updates <i>Data Governance Working Group:</i> Discuss the status of 2021 FRPP submissions. <i>Capital Planning Working Group:</i> Discuss the pause on FY22 agency-wide capital planning. <i>Best Practices Group:</i> Provide an overview of the working group's initial meetings. <i>Biennial Report Group:</i> Provide a status update on the Biennial Report.	Adam Pugh Bill Hamele Scott Davis Marianne Petty
2:55 – 3:00pm	General Updates <i>Objective:</i> Discuss the implementation plan for the Secure Federal LEASEs Act.	Alex Kurien

FEDERAL REAL PROPERTY COUNCIL

MEETING MINUTES

Date and Time January 27th, 2022 1:00pm to 3:00pm

Location Virtual

- Attachments**
- FRPC Workspace Strategy Presentation
 - Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability (E.O. 14057)
 - OMB Policy Memo M-22-06
 - M3 Playbook Presentation
 - Data Quality Improvement Program Guidance
 - OMB Policy Memo M-18-21
 - Secure Federal LEASEs Act Implementation Plan

- Action Items**
- The next Federal Real Property Council (FRPC) meeting will be held on April 21st.
 - Agencies looking for collocation opportunities can utilize the Asset Consolidation Tool. For questions on the tool or to gain access to it, please contact Aaron Eisenbarth (aaron.eisenbarth@gsa.gov).
 - The Best Practices Working Group will be utilized to develop a specific proposal on the framework for a post-COVID real property reentry strategy for the FRPC to consider.
 - The Best Practices Working Group is also seeking new participants. Agencies interested in providing representatives are asked to contact Cody Dean (cody.dean@gsa.gov) and Scott Davis (Scott.W.Davis@usda.gov).
 - As E.O. 14057 guidance is developed, the Council on Environmental Quality (CEQ) is looking to get feedback from agencies on what should be included. Please contact Cara Carmichael (b) (6) and Shawn Bennett (b) (6) with questions/suggestions.
 - Agencies that are having difficulty establishing a baseline for greenhouse gases are encouraged to reach out to Kevin Kampschroer (kevin.kampschroer@gsa.gov).
 - M3 Playbook orientation sessions will be held in the February-March timeframe. Members interested in attending these orientation sessions or who otherwise have questions or feedback on the M3 Playbook can contact Laurie Cole (laurie.cole@gsa.gov) or follow this link: https://feedback.gsa.gov/jfe/preview/SV_09rwb0uOkzudf0?Q_CHL=preview&Q_SurveyVersionID=current.

Roll Call

- Ken Burgess (DHS)
- David Pacurar (DHS)
- Trae Watkins (DHS)
- Mohamad Balhis (DOC)
- Lisle Hannah (DOC)
- Diane Tucker (DOC)
- Colleen Martin (DoD)
- Marianne Petty (DoD)
- Eric Haukdal (DOE)
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- Nina Albert (GSA)
- Allison Azevedo (GSA)
- Stuart Burns (GSA)
- Laurie Cole (GSA)
- Chris Coneeney (GSA)
- Gina DiTommaso (GSA)
- Ryan Doerfler (GSA)
- Leah Fant (GSA)
- Denise Funkhouser (GSA)
- Julie Hepp (GSA)
- Jeremiah Jones (GSA)
- Kevin Kampschroer (GSA)
- Alex Kurien (GSA)
- Flavio Peres (GSA)
- John Thomas (GSA)
- Garey Rice (HHS)
- Mike Saunders (HHS)
- Nancy Corsiglia (HUD)

- The M3 Playbook itself can be accessed at <https://ussm.gsa.gov/m3/>
- Agencies Data Quality Improvement Plans are due to the dataplans@gsa.gov inbox by **March 31st, 2022**.
- Agencies that did not receive waivers for their capital plans in FY21 are required to submit capital planning process documentation per Section 1 of M-20-03 by **April 14th, 2022**.
 - Agencies unsure of whether or not they received a waiver can contact Bill Hamele

(b) (6)

- Frank Quigley (NARA)
- Mark Smith (NARA)
- Kristy Hopewell (NASA)
- James Corbett (NRC)
- Jennifer Golder (NRC)
- Brian Mohler (NRC)
- Victor Powers (NSF)
- Maren Williams (NSF)
- Victoria Collin (OMB)
- Bill Hamele (OMB)
- Marc Mason (SSA)
- Erich Chan (State)
- Polly Dietz (Treasury)
- Mike Thomas (Treasury)
- Tony Bennett (USAID)
- Heather Bomans (USAID)
- Claire Ehmann (USAID)
- Scott Davis (USDA)
- Oscar Gonzales (USDA)
- Marilyn Brower (VA)
- Chris Finley (VA)
- Shawn Bennett (CEQ)
- Cara Carmichael (CEQ)
- Andrew Mayock (CEQ)

Summary

- FRPC and ESC roll call is now pulled through Zoom reports to maximize discussion time for agenda topics. Members calling in via phone are asked to notify Cody Dean of attendance offline.
- The FRPC is expected to play an important role in defining the workplace of the future as a government-wide strategy for post-COVID real property is developed. The Best Practices Working Group will be utilized to develop a framework for a post-COVID real property reentry strategy that emphasizes portfolio improvement.
- Involving Chief Financial Officers (CFOs) will be critical as agencies seek to reimagine their space needs and tie their strategies to capital, as the primary impediment agencies face is resource availability.
- GSA suggested that the FRPC consider developing guidance for negotiating collective bargaining needs, as agencies can realize savings and greater efficiency.
- CEQ is working to develop implementing instructions for E.O. 14057 over the coming months and is seeking FRPC input on what should be included.
- E.O. 14057 can be incorporated into the FRPC's national strategy, allowing agencies to use investments to satisfy multiple goals and requirements.

Topic

General Info

Reentry into Facilities/Related Guidance

- GSA is interested in approaching private sector entities that are developing workplace strategies. Understanding operating businesses and the way that different groups need to interact and interface are the first steps to developing a government-wide workplace strategy.
 - 2022 is a critical year for experimentation, consultation, and planning for the future. Even before COVID-19 began agencies knew that they had a utilization problem and that telework was a means of improvement; the high attention that stakeholders and the public currently have on real property space provides agencies with a historic opportunity to reimagine the federal workplace.
 - Efficiently using resources to maximize mission impact is critical. Without the proper resource planning, success is unlikely. It is important that agencies involve their CFOs to ensure success.

For access to past minutes, agendas, and presentation materials, please visit the FRPG at:

<https://www.frpq.gov/FRPG>

Content>Search in>(Select Desired FRPC Group)

Upcoming Meetings:

Data Governance Working Group, February 8th, Virtual

- As agencies begin developing reentry strategies and guidance, the FRPC wants to share the experiences, best practices, and challenges that can be leveraged by the government-wide real property community.
 - Part of developing guidance will be to motivate facilities' managers, as ensuring a safe workplace will require a broad effort that touches on IT, real property, HR, and other areas.
- The FRPC is expected to play an important role in defining the workplace of the future, rethinking how space can be used to support a hybrid workforce, and determining what an optimal integrated portfolio will look like.
 - The Department of Homeland Security (DHS) anticipates that a government-wide approach will require agencies to come together and find similarities in their needs and properties and align along communities of practice. Eventually, a national strategy that aligns with the processes and requirements of M-20-03 will cement mechanisms for knowing and prioritizing resources.
- COVID-19 telework policies revealed an opportunity to reimagine workspace requirements and planning in ways that provide agencies with:
 - Significant cost savings
 - Flexible and collaborative workspaces
 - More effective, efficient, and resilient space
 - Opportunities to compete for and retain high-performing employees
- Determining requirements and optimal telework policies will require space utilization data, improved data quality, and a baseline understanding of what has and has not worked for agencies. This information will help agencies ensure they are placing dollars where they will have the greatest impact.
 - DHS sees utilization data as the key to long-term portfolio optimization.
 - Utilization varies widely among different communities of practice, but it is clear the greatest opportunity for utilization improvement is in office spaces.
- GSA suggested that the FRPC consider developing guidance for negotiating collective bargaining needs, as agencies can realize savings and greater efficiency.
- It is difficult for agencies to make plans that move them toward future cost savings because there are various obstacles. Creating incentives for agencies to confront these challenges and giving them the resources needed to quickly take advantage of opportunities will be key to making progress on portfolio optimization.
- The Nuclear Regulatory Commission (NRC) has been actively working to reduce space and modernize their office spaces with an emphasis on collaboration, flexibility, and telework.
 - NRC is also beginning to share space with other agencies. Strict security protocols are used to separate agencies.
- Many agencies are slowing/pausing portfolio planning while overarching telework policies are developed.
- The Best Practices Working Group will be used as the venue to develop the framework for the FRPC's portfolio improvement strategy over the coming year.

FRPC ESC, March 31st, Virtual

FRPC, April 21st, Virtual

Location:
GSA HQ, 1800 F Street, NW,
Washington, DC, 20006

Executive Order on Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability

- CEQ will develop implementing instructions for E.O. 14057 over the coming months. E.O. 14057 is the most ambitious sustainability plan to date, and CEQ is seeking feedback from the real property community on what would be helpful to include in the guidance. CEQ would like their implementing instructions to complement the FRPC's vision for the workplace of the future. Buildings drive over 80% of the federal government's emissions, so CEQ sees the FRPC playing a major role in the success of the E.O.
 - The goal of the E.O. is to get the federal government on track to achieve net-zero emissions for buildings by 2045 and net-zero emissions operations by 2050.
 - The 2020s serve as a critical point for action to make these goals achievable.
 - The decarbonization strategy is premised on electrifying buildings and vehicles with clean energy. This can include wind, solar, water, and nuclear energy.
 - Categories of building related requirements targeting facility operations:
 - Energy and Emissions –
 - New construction >25,000 sq ft entering design in 2022 and beyond to have net-zero emissions by 2030.
 - Increase efficiency and establish targets for 2030 for agency-wide energy use intensity reductions.
 - Complete deep energy retrofits in at least 30% of covered facilities by 2030.
 - Use Federal Building Performance Standards to reduce scope 1 emissions.
 - Sustainability –
 - Implement CEQ's Guiding Principles in all new federal buildings.
 - All new leases signed after 9/30/2023 are green leases, and all new leases signed after 9/30/30 must be in net-zero emissions buildings.
 - Locate federal buildings to promote local infrastructure, expand public transportation use and access, and align federal real estate investment with regional planning.
 - Use performance contracting to address at least 50% of identified energy and water saving measures.
 - The federal government has over \$120 billion in deferred maintenance on owned and managed buildings, and performance contracting will be important for addressing those gaps.
 - Water and Waste –
 - Increase water efficiency and establish targets for 2030 for agency-wide potable water use intensity reductions.
 - Divert 50% of non-hazardous solid waste by FY25 and 75% by FY30.
 - CEQ realizes that not all agencies will be able to immediately comply with these requirements but will meet with agencies individually to engage in strategic planning and develop timelines.
 - CEQ wants these sustainability requirements to tie into the real property community's efforts to improve capital planning. Capital considerations and replacement of assets need to proceed with consideration of sustainable alternatives.
 - Since the government is the largest single buyer of electricity in the U.S., CEQ emphasized that agencies have a lot of leverage when negotiating power purchasing agreements and can save money by coordinating and consolidating procurement.
 - Members noted that some of the requirements can be complicated, and suggested that CEQ's guidance make an effort to include language, tools, and best practices on government
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management of contracting vehicles to help agencies understand and meet the E.O.'s requirements.

- Aligning agencies' interests with the E.O.'s requirements and giving them opportunities to participate in cost savings will help reduce barriers to implementation and incentivize agencies to embrace sustainable practices.
 - There are standard processes for greenhouse gas accounting and reporting. Agencies that are having difficulty establishing a baseline for greenhouse gases are encouraged to reach out to GSA for assistance.
 - GSA noted that energy savings performance contracts can be done in conjunction with budget submissions.
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FIBF – Modernization and Migration Management (M3) Playbook

- FRPC agencies recently participated in a readiness assessment, which included agencies' forecasts for migrating and modernizing IT systems or services. The results showed that roughly 1/3 of agencies either have migration or modernization underway, or will within the next three years. The M3 Playbook was identified as part of the Federal Integrated Business Framework (FIBF) as a tool that agencies can utilize when modernizing or migrating their IT systems.
 - While the M3 Playbook's primary use is migrating service providers, it can also provide utility for assisting with other projects as well.
 - The M3 Playbook is endorsed by the Government Accountability Office (GAO), and collects tools that can be used by all levels of organizations. A key addition from 2021 was the insertion of Quality Service Management Organizations (QSMOs), parties responsible for engaging and collaborating with agencies at all phases of projects.
 - Stakeholder groups that can benefit from the M3 Playbook are customer agencies, shared service providers, QSMOs, OMB, and the Office of Shared Solutions and Performance Improvement (OSSPI).
 - The M3 Playbook derives its value from the standardization of processes that helps reduce risk, minimize implementation time, and improve results.
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Working Group Updates

- Data Governance Working Group:
 - GSA will permanently lock-down and archive FY21 FRPP data in early February. As such, please contact GSA with any corrections as soon as possible.
 - The Data Governance Working Group (DGWG) is working on developing review processes for agencies' Data Quality Improvement Plans.
 - Capital Planning Working Group:
 - While capital planning is paused until further notice due to reentry strategy planning, agencies that did not receive waivers are still required to submit capital planning process documentation per Section 1 of M-20-03.
 - Biennial Report Working Group:
 - The working group is working on consolidating feedback on the draft and aims to be ready to present an initial draft to the ESC during the March 31st ESC meeting.
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General Updates

- Secure Federal LEASEs Act:
 - GSA met a recent deadline to submit a government-wide implementation plan for the Secure Federal LEASEs Act to Congress and is in the process of getting feedback from the Congressional Oversight Committee.
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- The implementation plan outlines steps GSA has taken, outlines how GSA will aggregate ownership information for submission to Congress, and reminds lease holding agencies of their responsibility to identify foreign ownership interests.
 - The Secure Federal LEASEs act applies to all agencies except for the Department of Defense (DoD).
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